



REVISED: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	CLERK PURCHASING/BID
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8635
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Performs clerical duties required in the preparation and maintenance of purchase orders, tabulation of bids, competitive negotiations, agendas and contracts. Assists with the purchase of equipment, goods and services for the District complying with model procurement laws. Communicates with cost center heads, vendors, schools, and staff in relation to purchase orders, bids, contracts, preparation of contracts, automated purchasing system, bidders' list, tabulations, and agendas.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Examines requisitions and purchase orders for completeness, accuracy and clarity and develops and prepares bid documents for publishing/distribution to prospective bidders using computer systems and/or other office equipment

Inputs data into the computer for preparation of purchase orders and bids; processes purchase orders and bids according to established procedures and/or prepares bid documents as required by the model procurement code of the state of Kentucky; helps to ensure all documentation is in compliance with Kentucky purchasing law (KRS 45.A) as well as, Board approved regulations

Assists in determining sources for purchase of materials as necessary and assists in the tabulation of bids insuring all stated bid criteria are evaluated

Assists in the preparation of agenda items which go to the Board and ensures the processing of agenda items in a timely manner insuring accuracy and correctness for the Superintendent

Maintains on-line purchasing and bid information and accurate data files

Duplicates all purchasing and bid information for ready access for auditing on request under the open records law

Answers inquiries and requests pertaining to purchasing, bids and model procurement regulations

Expedites orders and resolves related issues where appropriate

Assists with clerical duties in support of departmental operations

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Previous successful clerical experience

Proficient in word processing and general office procedures

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in procurement procedures

Knowledge of Kentucky purchasing law

Knowledge of JCPS Board policy

Experience in a diverse workplace
