



REVISED:  
07/01/2015

JOB TITLE:	SENIOR PURCHASING/BID CLERK
DIVISION	FINANCIAL SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8633
BARGAINING UNIT:	CLAA

#### SCOPE OF RESPONSIBILITIES

Assumes responsibility for providing technical services to all staff in the areas of bidding/purchasing, and equipment evaluation and assists District staff with the evaluation of products bid. Assists with purchasing processes, bid preparation and tabulation.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works closely with all staff providing technical assistance and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation

Develops, prepares and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids

Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications

Maintains communication with systemwide offices and vendors regarding the products that are bid by the district

Prepares and proofreads purchasing and bids correspondence and other materials for signature, duplication and distribution

Maintains and updates records relating to the evaluation of product services that are bid

Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks

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, climbing, 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, and exposure to dust, fumes and gases.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in aspects of school support services

Proficient in typing

Ability to develop specifications/knowledge of Kentucky Purchasing Law

Thorough knowledge of business English, spelling and punctuation

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Demonstrated skill in and successful experience with numbers and statistical data

Working knowledge of the organization, policies, procedures and practices of the district related to product evaluation and specifications

Successful experience working with and providing assistance to the public