

JOB TITLE  
PURCHASING/BID CLERK

DIVISION  
ADMINISTRATION

REPORTS TO  
COORDINATOR  
PURCHASING/BIDS

SALARY SCHEDULE & GRADE  
IA, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2009

#### SCOPE OF RESPONSIBILITIES

Performs the 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

1. 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.
2. 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 insure all documentation is in compliance with Kentucky purchasing law (KRS 45.A) as well as, Board approved regulations.
3. Assists in determining sources for purchase of materials as necessary and assists in the tabulation of bids insuring all stated bid criteria are evaluated.
4. 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.
5. Maintains on-line purchasing and bid information and accurate data files.
6. Duplicates all purchasing and bid information for ready access for auditing on request under the open records law.
7. Answers inquiries and requests pertaining to purchasing, bids and model procurement regulations.
8. Expedites orders and resolves related issues where appropriate.
9. Assists with clerical duties in support of departmental operations.
10. Performs other duties as assigned by the Coordinator Purchasing/Bids.

#### PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. 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

1. High school diploma or G.E.D.
2. Previous successful clerical experience
3. Proficient in typing (40 w.p.m.) and general office procedures

#### DESIRABLE QUALIFICATIONS

1. Experience in procurement procedures
2. Knowledge of Kentucky purchasing law
3. Knowledge of JCPS Board policy

070901  
06076