

JOB TITLE  
SENIOR PURCHASING/BID CLERK

DIVISION  
ADMINISTRATION

REPORTS TO  
COORDINATOR  
PURCHASING/BIDS

SALARY SCHEDULE & GRADE  
IA, GRADE 6

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2009

#### 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

1. Works closely with all staff providing technical assistance and advice regarding the delivery of support services related to purchasing and bidding product/equipment evaluation.
2. Develops, prepares and proofs bid documents for distribution to prospective bidders and assists in the tabulation results of said bids.
3. Assists the director with product and bid evaluation activities providing technical advice where needed regarding product quality and compliance with specifications.
4. Maintains communication with systemwide offices and vendors regarding the products that are bid by the district.
5. Prepares and proofreads purchasing and bids correspondence and other materials for signature, duplication and distribution.
6. Maintains and updates records relating to the evaluation of product services that are bid.
7. Operates office machines and equipment and performs clerical functions necessary for the successful completion of the job tasks.
8. 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, 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

1. High School Diploma or G.E.D.
2. Three (3) years successful experience in aspects of school support services
3. Proficient in typing (50 w.p.m)
4. Ability to develop specifications/knowledge of Kentucky Purchasing Law
5. Thorough knowledge of business English, spelling and punctuation

#### DESIRABLE QUALIFICATIONS

1. Demonstrated skill in and successful experience with numbers and statistical data
2. Working knowledge of the organization, policies, procedures and practices of the district related to product evaluation and specifications
3. Successful experience working with and providing assistance to the public

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