

TRENTON BOARD OF EDUCATION

JOB DESCRIPTION

**PURCHASING CLERK**

**QUALIFICATIONS:**

1. High school diploma
2. Minimum of Two (2) years of experience working in a purchasing department, required.
3. Knowledge of school district accounting system, requirements, and procedures are preferred.
4. Knowledge of or willingness to learn the requirements of the school public contracts statutes and regulations.

**REPORTS TO:**

**Business Services Coordinator/Purchasing**

**JOB GOAL**

The purchasing clerk will perform purchasing department duties within the District guidelines and state procurement code.

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain office file system for purchase orders, vendor, and pricing information according to department procedures and timetables.
2. Responsible for converting requisitions to purchase orders including corroborating with the accounting department on budget codes, vendor information, bid and quote information, obtaining quotes and supplying delivery and accounting information using procurement guidelines established by the New Jersey Statutes, New Jersey Department of Education and federal laws.
3. Coordinate and provide on-line requisition training to internal departments and schools.
4. Answer general inquiries and interpret purchasing guidelines for schools and departments, including purchasing process, tracking products, and monitoring purchase order specifications for compliance.
5. Provide customer service in an educational purchasing environment, engaging and encouraging communication while interacting with administrators, supervisors and staff.
6. Use computer software applications including word processing, email and spreadsheet.
7. Use office equipment including copy machines, printers, fax, scanners and calculators.

**Purchasing Clerk**

**attachment 2-c-6**

8. Coordinates purchasing details with vendor, including pricing revisions, order cancellations, discontinued items, acceptable substitutes, delivery date revisions and invoice discrepancies.
9. Disburse purchases orders to vendors, fixed assets, accounts payable and originating department and/or school.
10. Maintain and verify the vendor registration files and consolidate debarment results.
11. Assist with vendor inquiries and answering questions and/or researching to resolve discrepancies.
12. Sort and distribute purchasing documents.
13. Assists with the preparation, duplication and distribution of Invitation for Bids, Requests for Proposals, and Purchase Orders for professional and technical services, material, supplies and equipment. Distributes bid specifications, contract documents.
14. To be present and assist with the bid opening recordings. Review bid documents and request for proposals for required documentation.
15. Maintains and updates contract files and record keeping system for all solicitations and contracts, and related information.
16. Perform technical duties when processing solicitations and posting bid opportunities.
17. Evaluate performance of vendors and suppliers with respect to quality, product specifications, pricing and delivery schedules and, if appropriate, in accordance with bid specifications, requests for proposal, quotes, etc. .
18. Monitors price agreements, contracts, and agreements to ensure continuation of service or purchases. Maintain solicitation files and contract files for compliance.
19. Performs all other duties and responsibilities as directed by the Business Services Coordinator of Purchasing to ensure that purchasing issues are handled in a smooth and timely manner.

**TERM OF**

**EMPLOYMENT:** Twelve (12) months position

**BARGAINING UNIT:** TESA

**SALARY:** In accordance with TESA Salary Guide

**STATUS:** Hourly \_\_\_\_\_ Salaried   X    
Exempt \_\_\_\_\_ Non-Exempt \_\_\_\_\_

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the provisions of the Board's policy on evaluation of non-certified staff and the collective bargaining unit, if appropriate.

**BOARD APPROVED : 3/24/13**

Board Approved  
October 26, 2015