

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT I (PURCHASING)
CALENDAR: ADMINISTRATIVE ASSISTANT I
SALARY: GRADE 13

Job Goal

To provide our students with the knowledge, skills and attitudes to become life-long learners and responsible citizens by: Independently perform secretarial duties of above average difficulty requiring independent judgment and knowledge of District policies and procedures

Minimum Qualifications:

- High school diploma or equivalent with emphasis on appropriate business courses
- Three or more years progressively responsible experience requiring above average secretarial skills
- Ability to type accurately at an acceptable rate of speed and to take dictation if required
- Ability to operate standard business machines, including computer /word processor
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Graphics experience, including layout and design, desired
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform a variety of secretarial and clerical duties, including filing, typing, and transcribing correspondence, bulletins, memoranda, notices, reports, and written materials
- Schedule appointments and answers telephone providing information as requested
- Handle a variety of correspondence, reports and other materials pertaining to parents, students and staff; maintains confidentiality of information
- Compile information and prepare a variety of statistical reports as requested and in conformity with State Department of Education or federal requirements
- Maintain appropriate files and records
- Input and update information into computer
- Coordinate and schedule related functions
- Order, check, invoice and store supplies; maintain inventory and check against budgeted amounts
- Screen requisitions to assure compliance with state and district regulations
- Secure quotations, compare prices and select vendor, maintaining documentation
- Follow up on any problems with purchase orders or vendors
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change

- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner