

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: BUYER/ADMINISTRATIVE ASSISTANT I
CALENDAR: [BUYER/ADMINISTRATIVE ASSISTANT I](#)
SALARY: [GRADE 13](#)

Job Goal Perform secretarial duties of above average difficulty and to procure supplier, materials, equipment and services requiring independent judgment and knowledge of district policies and procedures

Minimum Qualifications:

- High School diploma or equivalent; two (2) year degree desired
- Two (2) to four (4) years experience in a purchasing environment desired
- Knowledge of warehouse procedures
- Demonstrate ability in the procurement of a diverse product mix preferably with knowledge of school supplies, materials and equipment
- Effective oral and written communication and a high degree of cooperation and team work necessary
- Ability to make arithmetic calculations in a rapid accurate manner
- Must possess basic clerical and good organizational skills
- Knowledge of and adheres to all policies, regulations and rules

Core Job Functions:

- Locate sources of supply and places orders on purchases
- Assist in the preparation quotes, bids and proposals
- Meet with supplier representatives to encourage and promote good customer/supplier relationships
- Type a variety of correspondence and memos
- Review requests and prepares specifications ensuring compliance with
- Arizona State Procurement Code, other legal requirements and with board policy
- Verify purchase orders and invoices insuring deliveries are accurate and in good order
- Coordinate inventory of all items monthly and makes proper reports
- Input a variety of data into the computer
- Coordinate the receipt, storing and delivery of food service products and supplies
- Assist in preparation of delivery schedules
- Perform other duties as assigned
- Perform all duties in a safe and prudent manner

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 accept 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 for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.