

Spokane County Library District

**CLASSIFICATION: N06**

**POSITION TITLE:** Purchasing Clerk

**GENERAL PURPOSE:**

Purchases the District's goods, services, and equipment and maintains all relevant records. Provides supports for the operation of the accounts payable function.

**POSITION SUMMARY:**

Under the direction of the Finance & Accounting Supervisor, is responsible for the purchase of District goods, services, and equipment, within their level and scope of authority. Maintains supply inventory at designated levels. Processes internal supply requisitions and transships requested materials to departments and branches. Maintains inventory records for office supplies, fixed assets, and special interest items, Receives and inspects all delivered supplies for both quantity and material condition. Serves as the District's liaison with the contracted courier service provider. Additionally, is the contact person for repair and maintenance of District owned or leased equipment under their purview. Assists in the disposal of surplus items and completing the annual inventory audit.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responsible for the purchase of District goods, services, and equipment within level and scope of authority; identifies specifications; conducts price comparisons; and makes purchase decisions within established guidelines. May assist the Business Manager in processing more complex purchase transactions.

Receives and inspects incoming shipments for quality and quantity of materials received; verifies prices and quantities on vendor's invoices against the original purchase order; resolves invoice and payment discrepancies with vendors before submitting invoices to accounts payable; secures credit adjustments for damaged, erroneous, or deficient shipments as warranted.

Serves as the District's primary point of contact for the repair and maintenance of District owned or leased equipment under their purview. Reviews and approves invoices for services. Refers requests for service to maintenance staff as appropriate; may contact service providers or vendors as directed.

Maintains District supply inventory; recommends items to be added or deleted from inventory. Processes supply requests and shipping orders; maintains automated inventory records; and records for fixed assets and other designated items.

Identifies and documents problems with the inventory management and purchasing software; contacts vendor for problem resolution, or refers to other staff as appropriate.

Maintains confidentiality of all privileged or sensitive information. Prepares correspondence and reports for all supply and purchase activity; prepares and distributes end of the Month Supply and Retail Issues reports.

Organizes and maintains the Shipping/Receiving area, including the various categories of recycled materials awaiting removal; conducts the end of the year Supply Room stock inventory audit with Finance Supervisor; assists with disposal of surplus materials, furniture, and equipment.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with District staff and the public.

Hear, see, speak, and listen to individuals in order to work with staff and customers.

Read materials in print and electronic format.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Basic business bookkeeping practices and inventory control;
- General office procedures and practices;
- Computer software, including word processing, database, spreadsheet, and other specialized software;
- English usage, spelling, punctuation and grammar; basic mathematical calculations; and modern office procedures, methods and computer equipment.

**Ability to:**

- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain detailed and accurate records;
- Perform independent research in carrying out administrative and technical duties;
- Use independent judgment in the exercise of daily responsibilities;
- Communicate effectively both orally and in writing;
- Use computer systems and various software programs;
- Prioritize tasks, meet deadlines, work accurately, and maintain confidentiality.
- Physically perform the essential functions of the job.

**MINIMUM QUALIFICATIONS:**

Persons applying for a position of this class should have:

High School Diploma or equivalent; AA Degree in Business or Accounting preferred. Three years general office experience with at least one year of recent public sector purchasing experience. AA Degree may substitute for up to two years experience. Computer experience must include word processing, spreadsheet, and database proficiency. Experience in automated inventory management, accounting, and purchasing systems preferred.

**Or** any equivalent combination of education, training, or experience that assures satisfactory performance of essential job functions.

Should be able to successfully pass a background check.

Valid driver's license and normal risk insurability.

**TOOLS AND EQUIPMENT USED:**

General office equipment including personal computer with associated office software; multi-line telephone, scanner, fax, copy machine, calculator, and the Internet.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work alternates between office environment and working in supply & receiving area and supply room. Office work is ordinarily sitting at a desk or computer terminal for extended periods. Physical exertion is

necessary to move and relocate office supplies and equipment and often requires the use of rolling ladder/steps in order to reach items stored in higher locations. Some travel may be required to other locations or branches in the District's service area.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

FLSA Classification: Non-Exempt                      Salary Range: N06

Revised: 06/28/10