

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### PURCHASING SECRETARY

**SALARY SCHEDULE: SSP6**

**COST CENTER: SARASOTA COUNTY TECHNICAL INSTITUTE (0391)**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in a secretarial position.
- (3) Must type at a rate of at least fifty (50) words per minute.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to use a computer and applicable software programs. Proficient in the use of a ten-key calculator. Efficient and accurate with numbers and data. Possess excellent public relations skills. Possess excellent organizational skills. Ability to perform under pressure. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

**REPORTS TO:**

Business Manager, Sarasota County Technical Institute

<p><b>JOB GOAL</b></p> <p>To establish and maintain purchase order files and accounts payable files for internal, District and federal budgets in support of the Vocational / Technical School.</p>
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**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Execute, properly, District and school purchase orders.
- \* (2) Prepare accounts payable records and verify deliveries and completion of services.
- \* (3) Prepare invoices and check requisitions.
- \* (4) Monitor and ensure accuracy of District and school purchasing records.
- \* (5) Manage open and blanket purchase orders.
- \* (6) Establish and maintain vendor files.
- \* (7) Process warehouse requisitions and track deliveries.
- \* (8) Support and assist with other operations, to include switchboard, registering of new students and operating cash register.
- \* (9) Distribute mail as required.
- \* (10) Demonstrate initiative in the performance of assigned responsibilities.
- \* (11) Provide for a safe and secure workplace.
- \* (12) Model and maintain high ethical standards.
- \* (13) Follow attendance, punctuality and proper dress rules.
- \* (14) Maintain confidentiality regarding school matters.
- \* (15) Maintain positive relationships with staff and vendors.
- \* (16) Participate in workshops and training sessions as required.
- \* (17) Communicate effectively with staff and vendors.
- \* (18) Keep supervisor informed of potential problems or unusual events.
- \* (19) Respond to inquiries or concerns in a timely manner.
- \* (20) Prepare all required reports and maintain all appropriate records.

**PURCHASING SECRETARY (Continued)**

- \* (21) Follow all School Board policies, rules and regulations.
- \* (22) Exhibit interpersonal skills to work as an effective team member.
- \* (23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 05**

\*Essential Performance Responsibilities