DEFINITION

Under general supervision of the Director of Purchasing, assists in the procurement of goods and services and in tasks supporting the purchasing function.

CLASS CHARACTERISTICS

This single position class has primary responsibility, under the direction of the Director of Purchasing, for coordinating and providing support for the purchasing function.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs purchasing office support work, which may require the exercise of judgment, the application of specialized skills and knowledge of detailed or specialized activities related to purchasing
- Provides information regarding District purchasing that requires the use of judgment and the interpretation of laws, rules, policies and procedures
- Reviews requisitions
- Sets up and enters purchase orders, blanket purchase orders, change orders
- Resolves year-end purchase orders
- Assists in preparing and writing quotes and bids
- Assist in bid openings and recaps
- Uses computer to set up vendor information and receive materials not received in the warehouse
- Prepares correspondence, reports, forms and specialized documents from drafts, notes or brief instruction
- Prepares and follow up on W-9 forms
- Assists in the follow-up and expediting of purchase orders to ensure timely delivery
- Ensures merchandise is received and paid correctly
- Works with vendors and suppliers regarding product, price and availability
- Tracks and maintains copier usage, maintenance agreements and software licenses
- Works with vendors, suppliers and staff to resolve billing and delivery problems
- Assists in preparing and monitoring budget
- Prepares periodic and special reports which may assist in evaluating alternatives and past results
- Assists in tracking District fixed assets
- Performs related duties as required or assigned
QUALIFICATIONS

Knowledge of:

- Methods and procedures used in purchasing and controlling inventory of supplies and equipment commonly acquired for a community college
- Office practices and procedures, including filing and the operation of standard office equipment
- Techniques of dealing with the public, in person and on the telephone
- Basic business data processing principles and the use of word processing, spreadsheet, or personal computing equipment and appropriate software
- Correct English usage, including spelling, grammar and punctuation
- Business mathematics, including percentages and decimals

Skill in:

- Effectively assist in the purchase of a variety of equipment and supplies
- Reading, interpreting and applying laws, rules, policies and procedures
- Performing specialized and complex office support work
- Operating standard office equipment, including a word processor, personal or on-line computer, calculator and copier
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Ability to type or operate a keyboard with sufficient speed and accuracy to enter data and produce finished documents
- Understand and follow oral and written directions
- Communicating effectively both orally and in writing

Desirable Qualifications:

- Knowledge of fixed asset inventory and tracking
- Knowledge of government purchasing principles, laws, rules and regulations
- Experience using a large purchasing/accounting system

Education and Experience:

A typical way of gaining the knowledge and skill outlined above is:

Equivalent to graduation from high school and two years of purchasing or accounting department support experience, which has involved purchasing, stores inventory control, preparation of purchase orders, or processing of requisitions. Some college level course work in business is desirable.

Established: June 4, 2001