

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Purchasing Assistant	Range:	33
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing a variety of specialized and complex clerical duties in support of purchasing functions and assisting in the coordination of office functions to assure efficient operations.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Performs a variety of specialized and complex clerical duties in support of purchasing functions within established rules and regulations; coordinates daily clerical support activities to assure efficient operations; answers questions requiring judgment, knowledge and explanation of policies.
2.	Types routine correspondence, memos, letters, board agendas, and lists; revises schedules, forms, reports, records, and other information; compiles statistical information for use in reports; attends meetings and takes minutes; initiates and answers telephone calls; screens and directs calls; schedules appointments and meetings; routes and distributes incoming mail and other materials; prepares outgoing mail and packages.
3.	Prepares and maintains a variety of records, files and reports related to purchasing activities as required; assists in the coordination and preparation of materials for the annual warehouse inventory and obsolete inventory.
4.	Assists in the preparation and processing of bids according to established procedures and requirements; assists in bid awarding processes; prepares complex and exacting legal forms and contracts.
5.	Prepares purchase orders, quotations and formal bids using online computer system; verifies data for accuracy and adherence to schedules and deadlines.
6.	Answers questions from departments and vendors concerning requisitions and purchase orders; research matters related to purchasing activities
7.	Collects and accounts for fees and other monies received; maintains ledgers and other financial records as assigned.
8.	Orders and tracks supplies and prepares purchase requisitions; assists in tracking budgets and expenditures.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Purchasing Assistant maintains frequent contact with various departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

High school diploma or GED
Minimum two (2) years prior administrative, secretarial or clerical experience in an office environment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of basic purchasing methods and procedures
Knowledge of organization, policies, and rules of assigned department or program
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to type at 45 wpm from clear copy
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

WORKING CONDITIONS

College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.