

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Administrative Assistant/Purchasing Department	Range: 6(CL)	Management Schedule
Date Revised:		Date Approved:	
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of the District Director-Purchasing, provide administrative support and perform a variety of duties in connection with the acquisition of supplies, equipment, materials and services for the District in compliance with District purchasing policies, procedures and guidelines; purchase equipment, materials and supplies as assigned; provide supervision, technical direction and assistance to assigned personnel.

ESSENTIAL FUNCTIONS

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

1.	Supervise incumbents to obtain and understand detailed and technical specifications.
2.	Perform specialized technical buying in general areas as assigned.
3.	Receive and review requisitions; contact appropriate vendors; obtain price quotes, methods of procurement and related data to complete purchase orders; prepare purchase orders for authorized signatures.
4.	Solicit bids and prepare bid specifications; analyze bid terms and conditions; interview vendors regarding purchases and bids; evaluate bids received and recommend award.
5.	Purchase equipment, materials and supplies as assigned; prepare contracts; visit sites to monitor needs and resolve problems; follow up on orders received that contain incorrect and damaged merchandise, shortages, overages or substitutions.
6.	Supervise, train and provide technical direction, guidance and assistance to other Purchasing personnel; assign and review the work of assigned personnel.
7.	Expedite purchase orders and requisitions within established procedures; follow up on late orders.
8.	Prepare, review and process a variety of forms and documents involved in purchasing transactions such as requisitions, purchase orders and invoices.
9.	Provide information and administrative support to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.
10.	Supervise the conducting of inventories; maintain inventory records; assist in inventory control.
11.	Supervise the preparation and processing of obsolete and surplus bids; communicate with various departments and staff regarding obsolete and surplus inventory.
12.	Review trade publications and journals; supervise the maintenance of files of vendors, brochures, catalogs and listings.
13.	Prepare and maintain a variety of records, files and reports related to purchasing activities.
14.	Supervise the maintenance of a computerized system for material, inventory and equipment.
15.	Substitute for the District Director, Purchasing in the Director's absence or as required.

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16.	Operate computer to input, update and maintain budget, vendor, inventory and related information; operate a variety of office equipment and machines.
17.	Performs related duties as assigned.

WORKING RELATIONSHIPS

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of college level course work in purchasing, business or related field and extensive experience in purchasing, preferably in a school district setting.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of purchasing, inventory and procurement principles, practices and procedures.

Knowledge of methods and procedures used in the purchase of supplies and equipment.

Knowledge of types and sources of supplies, materials and equipment commonly use in a school setting.

Knowledge of technical aspects of field of specialty.

Knowledge of computers and various programs.

Knowledge of supervision through use of interpersonal skills using tact, patience and courtesy.

Knowledge of modern office practices, procedures and equipment, statistical and financial record-keeping techniques.

Knowledge of oral and written communication skills.

Ability to effectively purchase a variety of supplies, equipment and materials.

Ability to interpret, apply and explain laws, rules and regulations affecting school supplies and equipment.

Ability to prepare clear and concise specifications including detailed and technical specifications.

Ability to analyze and recommend the award of bids according to policies and guidelines.

Ability to supervise, train and provide work direction to others.

Ability to assign and review the work of others.

Ability to communicate effectively, both orally and in writing.

Ability to understand and follow oral and written directions.

Ability to establish and maintain effective working relationships with others.

Ability to analyze situations accurately and adopt an effective course of action.

Ability to work cooperatively with others.

Ability to meet schedules and time lines.

Ability to prepare and maintain records, reports and files.

Ability to make arithmetic calculations quickly and accurately.

Ability to operate various office equipment, such as computer and calculator.

SPECIAL REQUIREMENTS

WORKING CONDITIONS