

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.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
12.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

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

EDUCATION AND EXPERIENCE

Minimum Qualifications

High school diploma or GED

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

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

Desirable Qualifications

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational 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, 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

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

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.
