



JOB TITLE: PURCHASING ASSISTANT

Classification: Classified
Salary Range: 27

Retirement Type: PERS*
Reallocated/Board Approved: September 13, 2004

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Risk Management, perform a variety of specialized clerical duties related to purchasing materials, equipment, supplies and services; process purchase orders and requisitions according to established purchasing procedures and regulations.

REPRESENTATIVE DUTIES:

Perform a variety of clerical duties in support of purchasing functions including typing, filing, verifying and recording information; duplicate and distribute a variety of materials as required.

Review and process requisitions and purchase orders; obtain price verifications from telephone or written quotations.

Communicate by phone and mail with vendors and suppliers to expedite purchase orders, resolve discrepancies and delivery problems and obtain information.

Contact requisitions as needed to clarify requisition specifications and requirements; suggest alternatives or substitutes as appropriate.

Prepare and maintain accurate records related to the inventory of fixed assets; operate a computer terminal to enter, update and maintain records; generate computer reports and lists as assigned.

Answer telephone and provide information related to purchasing activities as appropriate.

Operate a variety of office equipment and machines such as calculator and copier; operate computer terminal and peripheral equipment to input a variety of data and maintain various records.

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and three years general clerical experience including experience in a purchasing department or a closely related field.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Basic methods and practices related to purchasing for a community college district.

Methods of invoicing including discounts and taxes.

Inventory control methods and practices.

Basic financial record-keeping techniques.
Types and sources of supplies and vendors.
Modern office practices, procedures and equipment.
Operation of a computer terminal.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.

Abilities/Skills:

Learn and apply purchasing and inventory control practices, procedures and regulations.
Add, subtract, multiply and divide quickly and accurately.
Perform clerical duties such as filing, duplications, typing and maintaining records.
Maintain financial records and prepare reports.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
Learn to interpret, apply and explain rules, regulations, policies and procedures.
Type at 40 words net per minute from clear copy.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Perform computer data entry, storage and retrieval.
Operate business machines including calculator, copier and computer.

WORKING CONDITIONS:

Typical office setting.
Extensive computer work.
Long periods of standing and sitting.
Occasionally moves from one work area to another as needed.
Lift and carry up to 25 pounds.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.