



JOB TITLE: PURCHASING ASSISTANT, LEAD

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Board Approved: March 20, 2000

BASIC FUNCTION:

Under the direction of the Director of Purchasing and Risk Management, oversees the requisition/purchasing order process using the on-line requisition system. This involves prioritizing, processing and delegating the purchasing document workflow, resolving problems that arise and training co-workers and end users on the on-line purchasing system. Work also includes processing purchase orders and requisitions for materials, equipment, supplies and services according to established purchasing procedures and regulations.

REPRESENTATIVE DUTIES:

Act as point person for the on-line purchasing system training co-workers and end users on usage, responding to questions and resolving routine problems with the system.

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

Prioritize, process and delegate the purchasing document workflow to ensure work is completed in a timely and efficient manner.

Review and process requisitions from departments; interacts with campus departments to ensure accuracy and completeness of requisitions and to clarify requisition specifications and requirements; suggest alternatives as appropriate.

Prepare and maintain a variety of records, files and reports related to purchasing activities as required.

Update and revise policies and procedures for purchasing and receiving including evaluating and compiling data for the Purchasing Procedures Manual.

Interpret, apply and explain rules, regulations and procedures related to purchasing.

Interact closely with accounting to ensure that vendors are paid in a timely manner.

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:

Communicate effectively both orally and in writing.
Learn and apply purchasing and inventory control practices, procedures and regulations.
Learn to interpret, apply and explain rules, policies and regulations.
Perform data entry, storage and retrieval.
Establish and maintain a cooperative and effective working relationship with others.
Lift objects weighing up to 50 lbs.

WORKING CONDITIONS:

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

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