

**PURCHASING SERVICES ASSISTANT
JOB DESCRIPTION - CLASSIFIED**

POSITION OVERVIEW

Under general direction, provides administrative support, and performs a wide variety of technical duties to ensure the acquisition of materials, supplies, equipment, and various services. Prepares bids and requests for proposals; initiates and administers maintenance and services contracts; maintains vendor and contractor files; develops reports; training manuals and user guides; maintains website; provides support to designated manager; maintains frequent contact with staff and vendors.

REPRESENTATIVE DUTIES

- 1) Serves as liaison to employees, the public, private organizations, government agencies, community groups and other organizations; provides information and assistance regarding procurement and services; receives and responds to questions and complaints related to assigned area of responsibility; reviews problems and recommends corrective actions. Explains applicable processes and procedures.
- 2) Maintains communication with District Warehouse and Accounts Payables related to the procurement, receiving and payment of goods. coordinates with Information Technology Services in relation to accessibility of software and hardware purchases, licenses, contracts, and requests reports as needed.
- 3) Reviews purchase requisitions for adequate specifications, completeness, compliance, and proper supporting documentation; processes purchase orders and other necessary documents related to the procurement of materials, supplies, equipment and services.
- 4) Prepares bids, request for proposals/quotes and participates in evaluating documents; request quotes, requests for information, and solicitation of quotes.
- 5) Registers projects with the Division of Industrial Relations; collects sureties and bonds as required; processes and oversees annual service and maintenance requests for quotation; oversees the annual renewal of contracts districtwide.
- 6) Performs administrative duties in support of department; receives and makes calls; schedules meetings and training sessions; prepares standard communication documents; monitors Purchasing budget; prepares various reports for Board of Trustees review and approval and generates financial reports related to budget, encumbrances and actuals as directed.
- 7) Participates in department trainings for end-users; assists in developing training guides and reference materials; maintains resources on the department intranet and internet pages and maintains training resources including the editing of video training sessions.

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- 8) Participates in developing goals, objectives, policies, procedures, work standards and administrative control systems for the procurement program.
- 9) Assists with testing and training for the purchasing module of the enterprise resource planning system or emerging technologies related to the purchasing functions of the District.
- 10) Performs other related duties as assigned.
- 11) Maintains an active Notary Public commission and performs notarial acts for the District as directed.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager. May provide direction to student assistants.

KNOWLEDGE AND ABILITIES

Knowledge of: principles and practices of public procurement and record keeping as applied to education; Policies, regulations, and laws governing purchasing requirements administered by various state agencies; record keeping; business writing and basic report preparation; Business math skills to perform statistical computations; Automated financial and administrative systems including automated procurement systems; Techniques for providing high level of customer service by effectively dealing with the public, vendors, students and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups; Excellent grammar, spelling and punctuation. State and Federal contracting regulation; purchasing principles and practices; general accounting practices and office procedures; filing and filing systems; record keeping and records management; modern office procedures, methods and equipment, software applications such as word processing, spreadsheets and databases, and basic research methods and techniques.

Ability to: Work independently; provide customer service; enter data efficiently and research, compile, analyze and interpret data; ability to prioritize complex assignments and multiple tasks effectively. Prepare clear and precise reports and written documents. Read, interpret, apply, and explain laws, rules, regulations, policies and resources. Understand and carry out oral and written instructions. Meet established schedules and deadlines. Establish and maintain effective relationships with those contacted during the course of the working day. Train other staff or part time student helpers.

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Skills: Must complete keyboarding and software skills evaluation. Screening committee will use results as one of the selection criteria.

MINIMUM QUALIFICATIONS

Education and Experience:

Any combination of training, education, and experience equivalent to two years of college, preferably with courses in business, contract law, procurement, or accounting. Minimum of three years of increasingly responsible procurement experience.

Environment: Work is performed primarily in a standard office setting.

Board Approved: February 13, 2023