

PURCHASING ASSISTANT

CLASS SUMMARY

Under direction, provides administrative and technical support in operations related to preparation, evaluation and implementation of bidding projects; initiates and administers maintenance and service contracts; maintains vendor & contractor's confidential files and records; prepares complex reports, spreadsheets, training manuals and user guides; utilizes purchasing database, financial and report repository system and web-based survey solutions; assists in planning and monitoring department budget; performs related duties as required.

REPRESENTATIVE DUTIES

Coordinates/prepares bid documents and advertisements related to public works construction and maintenance services; distributes bid packets and plans; assists in evaluation of bids; prepares notice to proceed; collects sureties, bonds and insurance; initiate and distribute request for quotations/proposals (RFQ/RFP) in relation to annual renewals for maintenance and service contracts; direct the departments with their annual maintenance contracts renewals, initiations and/or cancellations; monitor and review agreements for property leases and instructional contracts for accuracy and completeness prior to processing purchase orders; analyze applicable State and Federal contracts for equipment and hardware/software procurements as part of fiscal accountability; initiate and prepare written materials, reports and agenda items for board approval for services over \$15,000; reviews contractual language and other documents related to consultants and special lecturers; assists in compiling data for budget planning; maintains files and spreadsheets for contracts, insurance certificates and independent contractors; process and monitor purchase orders, contract bids and related budgetary expenditures to ensure accurate allocation of funds and/or adherence to fiscal regulations; manage department's website including posting, edits, format, organization, revisions of Bids, RFQ's and RFP's; administer end user training for online requisition system and providing technical support; assist district staff with encumbrance issues; serve as a liaison between ITS and Purchasing department regarding programming/ development of purchasing related reports and software enhancements; serves as a direct resource for Accounts Payable, Accounting and Facility Planning department on bond/state funded projects, updates and amendments; provide support in closing and disencumbering of purchase orders as part of fiscal year end closing procedure; determine public works projects are in compliance with the prevailing wage regulations and classified correctly to assure on time submissions and reporting to the Dept. of Industrial Relations; monitor and process solicitation and data management of qualified contractors in accordance with the Uniform Public Construction Cost Account procedures; notify contractors and vendors when insurance is inadequate or expired;

PURCHASING ASSISTANT cont'd

Maintain records for contracts, insurance certificates and independent contractors; usage of a variety of software systems; maintain Notary certification to serve as the District's Notary Public. Perform other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator or manager.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training, education and experience equivalent to two years of college, preferably with courses in business, contract preparation and computer science. Must be computer literate and/or willing to learn a variety of software systems for financial and database management.

Knowledge and Abilities

Knowledge of: English, 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; arithmetic.

Ability to: operate standard office equipment and familiar with computer applications including word processing, spreadsheets and purchasing database management and financial systems. Work with specifications and bidding documents; research data; ability to prioritize complex and multiple tasks effectively. Prepare clear and precise reports and written documents. Read, interpret, apply and explain laws, rules, regulations, policies and materials. 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 clerical staff or part time student helpers.

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