

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1992

CLASSIFIED JOB DESCRIPTION

**STAFF ASSISTANT/PURCHASING
(SEIU Local 1021 Salary Range 56)
Job Code: 880**

CLASS PURPOSE

Under general supervision, provides clerical and technical support to the Purchasing Department.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Type a variety of correspondence, memoranda and reports for the department.
- Perform a wide range of clerical, personnel and budgetary control duties (i.e. processing budget transfers; preparing personnel action forms and other departmental forms).
- Take notes and transcribe staff meetings, pre-bid and other bid/RFP related meetings and disseminates copies of notes to all attending parties.
- Sort and prioritize incoming mail and messages.
- Supervise train and coordinate the work of student workers assigned to the Department.
- Assist buyer with processing and mailing of purchase orders, especially during peak periods of procurement.
- Monitor reports, and take authorized corrective action to coordinate and expedite the timely delivery of purchased goods, parts and supplies.
- Maintain automated purchasing vendor database and vendor files.
- Provide technical assistance and guidance to vendors seeking to do business with the District.
- Assist the Purchasing Compliance Manager and Director in the preparation of management reports.
- Provide technical support to the Purchasing Department as required.

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- Review vendor applications for completeness and accuracy. Process vendor applications and input vendors into automated purchasing system and maintains vendor applications and files. Contact vendors by telephone, fax and/or e-mail if needed to complete the application process.
- Contact vendors by telephone, letter or fax and respond to inquiries from vendors regarding delivery status of purchased material or company materials and specifications.
- Identify actual or potential delivery or documentation problems, and take authorized corrective action or refers to appropriate authority.
- Maintain contacts with colleges and user departments and respond to inquiries on delivery status.
- Maintain fixed assets and inventory records.
- Initiate, review, and process requisitions for supplies, equipment and services; check requisitions for accuracy and completeness.
- Process and maintain files of all invoices and payments received. Follow up on payments of invoices and billings and verify completion of work for payment of services.
- Maintain receiving records for supplies, equipment, vendor files and catalog updates.
- Serve as liaison between District staff (accounts payable and payroll) and college staff.
- Compile and analyze data and information pertaining to the Purchasing area and provides technical assistance in the preparation of a variety of management reports.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Three (3) years of clerical and technical experience related to the purchasing area; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and abilities necessary to perform the duties of the position.
2. Knowledge and proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel, Access and Powerpoint, etc.) and the Internet browser, websites and E-mail.
3. Ability to type accurately from clear copy. A word processing and/or spreadsheet skills assessment may be given.
4. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of concepts, techniques and other guidelines applicable to purchasing and materials management.
- Ability to communicate verbally and in writing.
- Ability to establish and maintain effective internal and external working relationships.
- Ability to recognize and identify errors and inconsistencies and request contingency plans.

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- Ability to interpret data.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: May, 1998
May 15, 2012