

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

PURCHASING SERVICES SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, provide para-professional, technical, complex clerical and office support, and administrative support to management and staff in support of effective purchasing operations; perform a variety of duties related to the procurement of goods and services, inventory control, fixed assets, surplus, and technical system support functions and operations; provide and receive information with respect to bids and the procurement and payment processes; ensure compliance with established policies, procedures, and guidelines; disseminate information regarding District purchase requisitions, orders, and returns; and maintain a variety of files and records.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of technical purchasing and responsible administrative duties in support of the functions and operations of the District's Purchasing Department; relieve supervisor of administrative duties including investigating and answering questions and complaints pertaining to the District's purchasing processes
2. Provide assistance in resolving various operational and administrative problems including those pertaining to the purchasing and bid process, account coding, budgetary approval and payment process, the Department's software systems, and departmental policies and procedures; assist in resolving problems with orders, vendor duplication, and fiscal reconciliation.
3. Review and evaluate purchase requisitions for accuracy and completeness; confirm adequate funding exists and ensure proper approvals have been obtained.
4. Process purchase orders for goods and services for the District utilizing public purchasing principles and procedures; obtain verbal and/or written price quotations; follow-up on each purchase order with the vendor to get estimated time of arrival for receiving of the purchase request.
5. Coordinate the processing of construction bids; select appropriate boilerplates; assemble bid packages; establish bid schedules; organize, attend, and participate in assigned portions of pre-bid meetings; create and issue addenda to routine bid questions; open, read, and perform preliminary review of bids for completeness; tabulate bid; prepare spreadsheets.
6. Obtain appropriate bid documents from selected firms; verify contractor's license; assist in the preparation of contract documents including the selection of appropriate contract clauses and attachments based on established guidelines for management review; prepare general correspondence relating to bids; coordinate with selected vendors to ensure all contract documents are completed before start of work.
7. Assist in the implementation of new modules of application software including fixed assets, on-line requisitioning, inventory control, receiving, web-based bid advertising, and other modules; coordinate with Information Technology Department technical staff regarding the implementation of assigned

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software modules; participate in the establishment of codes and business processes for user departments and purchasing; test software; train new users on new applications and provide refresher courses; respond to questions and resolve technical issues with Information Technology Services staff.

8. Maintain the fixed asset database; reconcile and follow-up on all of the District's fixed asset purchases with the accounting system; issue fixed asset tags; maintain and update surplus property list including uploading sale of surplus on public and district websites; modify data in system; assist in the creation of business procedures to ensure system is properly updated by using proper coding on purchase requisitions; coordinate physical inventory work with Information Technology Services staff on implementation and ongoing maintenance of barcode scanners.
9. Serve as contract coordinator for assigned District-wide contracts including office supplies contract; ensure District's office supplies are correctly priced on the on-line ordering system; verify prices against bid prices; request updates to office supplies listing; train end users on the ordering of office supplies on-line; troubleshoot a wide variety of problems relating to the ordering and receipt of office supplies.
10. Assist the Purchasing Manager with various special projects and contract activity including inventory reconciliation, sale and disposal of surplus property, department training initiatives, records management, telephone system upgrades and purchases, and cellular phone contract administration.
11. Contact and work with non-profit and recycling organizations regarding District surplus items that can be of use to their organizations.
12. Oversee the use of cellular phones for assigned departments including monitoring usage, pricing, connecting/disconnecting, and adding services as needed; train users on operation of phones as necessary.
13. Reconcile receiving and invoicing discrepancies with warehouse and accounting personnel.
14. Coordinate year-end entry of receiving documents to ensure that delivered items are recorded in the correct fiscal year.
15. Perform expediting duties including the processing of emergency orders; assist in the handling of returned goods; follow-up on shipments, invoices, and bid documents.
16. Type a wide variety of reports, bids, correspondence, and other documents using either required formats or by creating/modifying formats; set up new vendors or modify existing information in the District's computer system.
17. Prepare material for the Board of Trustees agenda.
18. Develop and maintain the Purchasing section of the Business Services Guide.
19. Create and maintain the purchasing bid calendar; assign purchase order and bid numbers; log in information; create files and filing systems.
20. May assist in providing lead direction to subordinate clerical personnel, temporary staff, and student assistants; assign processing duties to other staff; provide guidance and instruction as required.
21. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Principles, procedures, and terminology of public agency purchasing.
2. Types and sources of supplies, equipment, and materials commonly used in educational institutions.
3. Procedures for receiving supplies, equipment, and materials.
4. Modern inventory methods and procedures.
5. Data collection techniques for establishing sources of supply, product, and vendor information.
6. Principles and practices used to establish and maintain files and information retrieval systems both paper hard copy and electronic.
7. Methods and techniques of proper phone etiquette.
8. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
9. Business letter writing and basic report preparation.
10. Principles and procedures of recordkeeping and filing.
11. Basic accounting and budgeting procedures and practices.
12. Mathematical principles.
13. Interpersonal skills using tact, patience, and courtesy.
14. English usage, vocabulary, spelling, grammar, and punctuation.
15. Oral and written communication skills.
16. Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

1. Perform a variety of technical purchasing duties relative to assigned area of responsibility.
2. Gather, calculate, analyze, and interpret data.
3. Organize and assimilate information.
4. Compare product specifications, quality, and price to judge suitability of goods and alternatives offered.
5. Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
6. Interpret and apply applicable federal, state, and local laws, codes, and regulations.
7. Follow established methods and procedures for purchasing activities.
8. Carry out work objectives in an organized, efficient, and timely manner without immediate supervision.
9. Perform a variety of purchasing duties in an on-line environment.
10. Research and interpret a variety of policies, procedures, and laws.
11. Perform detailed and complex administrative tasks with speed and accuracy.
12. Perform mathematical calculations with speed and accuracy.
13. Understand and follow oral and written instructions.
14. Maintain and update records and files including computer files and databases.
15. Use tact and diplomacy in working with the public and staff to resolve problems.
16. Speak effectively in front of small groups.
17. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
18. Type and/or enter data at a speed necessary for successful job performance.

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19. Work independently in the absence of supervision.
20. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
21. Plan and organize work to meet changing priorities and deadlines.
22. Respond tactfully, clearly, concisely, and appropriately to inquiries related to area of responsibility.
23. Communicate clearly and concisely, both orally and in writing.
24. Establish and maintain effective working relationships with those contacted in the course of work.
25. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work and specialized training in business or public administration, purchasing, materials management, economics, accounting, or a closely related field.

Experience:

Two years of responsible clerical, administrative, accounting, or purchasing experience, preferably in a public agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a standard office setting with travel from site to site; occasional exposure to dust and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

7/19/05;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Clerical – Secretarial – Fiscal