VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING ASSISTANT

BASIC FUNCTION:

Under the direction of the Business Services Supervisor, assist in the acquisition of various supplies, materials, equipment and services including preparation of bids and quotations; process and review requisitions.

REPRESENTATIVE DUTIES:

Negotiate prices by verbal and written quotations; determine the best source, including availability and delivery information. E

Participates in the preparation of bid packets and quotations. E

Assist Purchasing Agent/Buyers with bid job walks, developing bid specifications, and analysis of bid results. E

Confer with department representatives to determine purchasing needs and specifications of products and services. E

Review requisitions for completeness and accuracy, including supporting documentation; check for correct accounting classification. E

Answer a variety of questions on purchasing matters; assist on matters relating to purchasing procedures; remain current concerning changes and upgrades in assigned products and supplies. E

Prepare and process purchase orders and change orders. E

Assist in the preparation of maintenance and service contracts. E

Assist accounts payable in researching questions on purchasing orders, such as overpayment or delivery problems. E

Coordinate inventory, shipping and delivery functions. E

Resolve purchasing discrepancies. E

Secure price quotations through correspondence, personal contact with vendors, or from catalogs and brochures; assist in the screening of vendors. E

Prepare and maintain various purchasing records and reports, such as inventory records for equipment. E

Revised November 2005
Established December 1984
PURCHASING ASSISTANT (continued)

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Education Code provisions and district purchasing policies and procedures
Accounting classifications and components of district budget
Products, supplies and equipment utilized in an educational setting
Modern office practices, procedures and equipment with knowledge and skills in word processing, spreadsheets, and database operations
Record-keeping techniques including statistical record-keeping
Warehouse procedures, terminology, inventory control and warehouse methods and practices
District organization, operations, policies and objectives
Oral and written communications skills
Interpersonal skills using tact, patience and courtesy
Telephone techniques and etiquette

ABILITY TO:

Interview vendors
Analyze situations accurately and adopt an effective course of action
Work independently with little direction
Compose letters and memos
Interpret and explain purchasing policies and procedures
Resolve purchasing discrepancies
Research to determine cost-effectiveness and quality of products, supplies and equipment
Review purchase requisitions and account classifications, charging appropriate budgetary funds
Make arithmetic calculations quickly and accurately
Understand and follow oral and written directions
Work cooperatively with others
Establish and maintain effective working relationships with others
Meet schedules and time lines
Plan and organize work
Maintain records and prepare reports
Communicate effectively both orally and in writing
Operate various office machines including typewriter, calculator, computer terminal and copy machines

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by one year of college-level coursework in business, and two years of increasingly responsible experience in accounting, accounts payable, or purchasing including one year working with purchase orders or requisitions

WORKING CONDITIONS:

ENVIRONMENT:
PURCHASING ASSISTANT (continued)

Office environment

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate office equipment
Hearing and speaking to exchange information