

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PURCHASING AND RISK MANAGEMENT ASSISTANT

SUMMARY DESCRIPTION

Under general supervision of the Director of Procurement, Central Services & Risk Management, performs a variety of office support and clerical duties of a general or specialized nature in support of the Office of Procurement, Central Services & Risk Management, the Director of Procurement, Central Services, and Risk Management, and other staff; process and input requisitions and other related information into the procurement system; maintains a variety of files and records; and ensures compliance with District policies and applicable laws.

DISTINGUISHING CHARACTERISTICS

The Purchasing and Risk Management Assistant has experience in performing typing and clerical duties involving independent judgement in the interpretation, application, or modification of existing procedures and methods within well-defined guidelines. Incumbent is assigned to the Office of Procurement, Central Services & Risk Management where they will assist the Director, and District Buyers in addition to performing general and routine clerical duties associated with the Office. The Purchasing and Risk Management Assistant will provide specialized clerical support requiring a specific knowledge of the assigned area and is required to use independent judgement related to his or her assigned tasks.

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. Input requisition data into the purchasing system; generate and distribute purchase orders according to established guidelines. **E**
2. Perform a wide variety of clerical work including typing, proofreading, filing, verifying, and posting information on records; copy and distribute materials as requested; prioritize work. **E**
3. Provide direct support to the District Buyers, department coordinators, and the Director of Procurement, Central Services & Risk Management; solicit quotes and information regarding product availability; conduct follow-up on outstanding orders as needed. **E**
4. Receive and distribute requisition documentation to District Buyers, department coordinators, and the Director of Procurement, Central Services & Risk Management; research information for departments related to requisitions and purchase orders as assigned. **E**
5. Assist warehouse staff with fixed asset and surplus inventory, including inventory records, input new items and changes, and organize records to ensure proper status. **E**
6. Utilize the District's Risk Management System to maintain safety training records to ensure compliance with safety standards. **E**
7. Provide access to safety training modules to all new and current employees in accordance with State of California law. **E**
8. Answer telephones and route callers; schedule appointments and maintain calendars; provide information and assistance to employees and the general public. **E**
9. Maintain and assist with administering Department revolving cash fund for small and emergency purchases; review for appropriate budget numbers, authorization, and proper information; maintain journal and reconcile cash receipts as scheduled with the Finance Department. **E**

10. Prepare monthly purchase order report for Board approval; maintain an electronic purchase order archive file; maintain bid and quote files as required. **E**
11. Type, word process, and proofread a variety of documents and forms including memorandums, general correspondence, reports, bids, documents, and other materials from verbal instruction, rough draft, copy or notes. **E**
12. Operate a variety of office equipment including computer equipment, printer, copier, typewriter, facsimile, calculator, and telephone. **E**
13. Utilize various computer applications and software packages; maintain and generate reports from a database or network system. **E**
14. Review, process, and distribute incoming and outgoing mail and parcels. **E**
15. Assist in selecting, training, and providing work direction to student workers as assigned.
16. Assist with surplus property sale and disposal; compile property listing and prepare for Board approval.
17. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Basic methods, practices, and techniques used in purchasing, safety, and risk management.

Principles, practices, and procedures of basic fiscal, statistical, and administrative record keeping.

Basic principles of business letter writing and basic report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic mathematical concepts.

Work organization principles and practices.

English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communications skills.

Ability to:

Learn and understand the organization and operation of assigned program area as necessary to assume assigned responsibilities.

Learn, understand, interpret, and apply general administrative and office policies and procedures.

Perform a variety of office support and clerical duties and activities of a general and specialized involving independent judgment in the interpretation, application, or modification of existing procedures within well-defined guidelines.

Respond to requests and inquiries; effectively present information in person or on the telephone.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Exercise good judgment in maintaining information, records, and reports.

Make arithmetic calculations quickly and accurately.

Plan and organize work to meet schedules and changing deadlines.

Adapt to changing technologies and learn functionality of new equipment and systems.

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Use sound judgment in recognizing scope of authority.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and two years of general clerical and typing experience including one year in a purchasing or business office.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

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 primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Created: March, 1995

Ewing & Company

Revised: September, 2019 (title changed from Purchasing Assistant)

Forsberg Consulting Services