



**West Valley - Mission**

Community College District

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## CLASS SPECIFICATION

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### **PURCHASING ASSISTANT**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 55

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#### **DEFINITION**

To perform a wide variety of general and specialized clerical duties in support of purchasing functions and programs, and to provide administrative assistance to the Supervisor, Purchasing.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Purchasing Assistant administrative support class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Supervisor, Purchasing; and may receive technical and functional oversight from higher level staff.

#### **EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Perform a wide variety of routine and complex or specialized clerical work in support of purchasing operations, including filing, billing, checking, tracking, the bidding and bond process, insurance verification, recording information, and processing data.

Provide technical support to end users.

Sort and file documents and records; maintain contractor lists.

Act as receptionist; answer telephone, screen calls and visitors, and refer inquiries as appropriate.

Schedule, coordinate, and/or participate in meetings and appointments as assigned.

Perform data entry; maintain a variety of databases and compile data for reports.

May collect and process payments; receive, sort and distribute mail; and order supplies as necessary.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Modern office practices, procedures, and equipment.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Applicable federal, state, and district laws, rules and regulations.

Arithmetic calculations and research methods.

Database and software programs specific to area of assignment.

### **Ability to:**

Create purchase orders from requisitions.

Perform responsible and difficult clerical work with speed and accuracy.

Evaluate and assess urgent or difficult situations; obtain assistance from other staff when needed.

Learn and perform clerical duties required by area of assignment.

Intermittently, review documents related to department operations; observe, identify and problem solve purchasing operations and procedures; understand, interpret and explain program or department policies and procedures.

On a continuous basis, sit at desk and/or stand at counter for long periods of time; intermittently twist and reach purchasing equipment; use telephone; write and use keyboard to communicate through written means; run errands; and lift or carry weight of 10 pounds or less.

Receive, record, verify, and process a variety of documents and data; maintain accurate databases and records.

Perform basic mathematical calculations.

Understand and adhere to deadlines and schedules.

Use sound judgment in recognizing scope of authority.

Operate and use modern purchasing equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

### **Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### **Experience:**

Two years of responsible administrative support experience.

#### **Education:**

Equivalent to the completion of the twelfth grade.

*EEO Category: Clerical/Secretarial*

*Date Approved: July 1, 2017*