PURCHASING ASSISTANT
JOB #DEC986
$3,452 - $4,175 per month

This is a classified position subject to a one-year probationary period.

DATE POSTED: December 8, 2014
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: January 6, 2015

POSITION LOCATION: Anaheim Campus – Purchasing/Finance and Facilities

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday through Friday
(Schedule and shift are subject to change in accordance with department needs).

STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of specialized and complex clerical duties in support of purchasing functions and assisting in the coordination of office functions to assure efficient operations within established rules and regulations; coordinate daily clerical support activities to assure efficient operations; answer questions requiring judgment, knowledge and explanation of policies. Type routine correspondence, memos, letters, board agendas, and lists; revise schedules, forms, reports, records, and other information; compile statistical information for use in reports; attend meetings and take minutes; initiate and answer telephone calls; screen and direct calls; schedules appointment and meetings; route and distribute incoming mail and other materials; prepare outgoing mail and packages. Prepare and maintain a variety of records, files and reports related to purchasing activities as required; assist in the coordination and preparation of materials for the annual warehouse inventory and obsolete inventory. Assist in the preparation and processing of bids according to established procedures and requirements; assist in the coordination and preparation of materials for the annual warehouse inventory and obsolete inventory. Assist in the preparation and processing of bids according to established procedures and requirements; assist in the bid awarding processes; prepare complex and exacting legal forms and contracts. Prepare purchase orders, quotations and formal bids using online computer system; verify data for accuracy and adherence to schedules and deadlines. Answer questions from departments and vendors concerning requisitions and purchase orders; research matters related to purchasing activities. Collect and account for fees and other monies received; maintain ledgers and other financial records as assigned. Order and track supplies and prepare purchase requisitions; assist in tracking budgets and expenditures. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: High school diploma or equivalent AND Minimum two (2) years prior administrative, secretarial or clerical experience in an office environment.

Ability to: To interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; type at 45 wpm from clear copy*; operate a variety of office equipment such as calculator, computer; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

*Applicants selected for interview will be required to pass a typing test.

Knowledge of: District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; basic purchasing methods and procedures; organization, policies, and rules of assigned...
department or program; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, and vocabulary; various computer software applications.

**WORKING RELATIONSHIPS**
The Purchasing Assistant maintains frequent contact with various departments and personnel, faculty, students and the public.

**WORKING CONDITIONS**
College or District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

**APPLICATION PROCEDURE**

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<th>Applicants MUST submit the following items:</th>
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<td>1) DISTRICT CLASSIFIED APPLICATION REQUIRED</td>
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<td>Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.</td>
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<td>2) Cover letter and resume addressing job qualifications and responsibilities:</td>
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<td>Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.</td>
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Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC986, Purchasing Assistant in all correspondence. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**

Completed applications must be received in the Human Resources office on or before **January 6, 2015, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. Veteran status and people with disabilities are encouraged to apply. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District's full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu