

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Administrative Assistant/Purchasing Department	Range: 6(CL)	Management Schedule
Date Revised:		Date Approved:	2004
<b>THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD</b>			

**PRIMARY PURPOSE**

Under the direction of the District Director-Purchasing, provide administrative support and perform a variety of duties in connection with the acquisition of supplies, equipment, materials and services for the District in compliance with District purchasing policies, procedures and guidelines; purchase equipment, materials and supplies as assigned; provide supervision, technical direction and assistance to assigned personnel.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Supervise incumbents to obtain and understand detailed and technical specifications.
2.	Perform specialized technical buying in general areas as assigned.
3.	Receive and review requisitions; contact appropriate vendors; obtain price quotes, methods of procurement and related data to complete purchase orders; prepare purchase orders for authorized signatures.
4.	Solicit bids and prepare bid specifications; analyze bid terms and conditions; interview vendors regarding purchases and bids; evaluate bids received and recommend award.
5.	Purchase equipment, materials and supplies as assigned; prepare contracts; visit sites to monitor needs and resolve problems; follow up on orders received that contain incorrect and damaged merchandise, shortages, overages or substitutions.
6.	Supervise, train and provide technical direction, guidance and assistance to other Purchasing personnel; assign and review the work of assigned personnel.
7.	Expedite purchase orders and requisitions within established procedures; follow up on late orders.
8.	Prepare, review and process a variety of forms and documents involved in purchasing transactions such as requisitions, purchase orders and invoices.
9.	Provide information and administrative support to District administrators and staff regarding the status of purchased materials, equipment and supplies; resolve problems or complaints.
10.	Supervise the conducting of inventories; maintain inventory records; assist in inventory control.
11.	Supervise the preparation and processing of obsolete and surplus bids; communicate with various departments and staff regarding obsolete and surplus inventory.
12.	Review trade publications and journals; supervise the maintenance of files of vendors, brochures, catalogs and listings.
13.	Prepare and maintain a variety of records, files and reports related to purchasing activities.
14.	Supervise the maintenance of a computerized system for material, inventory and equipment.
15.	Substitute for the District Director, Purchasing in the Director's absence or as required.

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16.	Operate computer to input, update and maintain budget, vendor, inventory and related information; operate a variety of office equipment and machines.
17.	Demonstrates sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and staff.
18.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
19.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
20.	Performs related duties as assigned.

**WORKING RELATIONSHIPS**

The Administrative Assistant/Purchasing Department maintains frequent contact with District and college personnel, vendors, sales representatives, contractors, governmental agencies and various outside organizations.

**EDUCATION AND EXPERIENCE**

**Minimum Qualifications**

Any combination equivalent to: two years of college level course work in purchasing, business or related field and extensive experience in purchasing, preferably in a school district setting.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

**Desirable Qualifications**

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of purchasing, inventory and procurement principles, practices and procedures
- Knowledge of methods and procedures used in the purchase of supplies and equipment
- Knowledge of types and sources of supplies, materials and equipment commonly use in a school setting
- Knowledge of technical aspects of field of specialty
- Knowledge of computers and various programs
- Knowledge of supervision through use of interpersonal skills using tact, patience and courtesy
- Knowledge of modern office practices, procedures and equipment, statistical and financial record-keeping techniques
- Knowledge of oral and written communication skills
- Ability to effectively purchase a variety of supplies, equipment and materials
- Ability to interpret, apply and explain laws, rules and regulations affecting school supplies and equipment

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Ability to prepare clear and concise specifications including detailed and technical specifications  
Ability to analyze and recommend the award of bids according to policies and guidelines  
Ability to supervise, train and provide work direction to others  
Ability to assign and review the work of others  
Ability to communicate effectively, both orally and in writing  
Ability to understand and follow oral and written directions  
Ability to establish and maintain effective working relationships with others  
Ability to analyze situations accurately and adopt an effective course of action  
Ability to work cooperatively with others  
Ability to meet schedules and time lines  
Ability to prepare and maintain records, reports and files  
Ability to make arithmetic calculations quickly and accurately  
Ability to operate various office equipment, such as computer and calculator

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**SPECIAL REQUIREMENTS**

Valid California Driver's License

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**WORKING CONDITIONS**

Office environment; subject to constant interruptions and frequent interaction with others; sitting for long period at a time (up to 2-3 hours); may require off-site duties and activities; requires frequent travel to other offices or locations to attend meetings or conduct work.

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