

## **DESERT COMMUNITY COLLEGE DISTRICT**

### **PURCHASING SERVICES SPECIALIST**

#### **BASIC FUNCTION**

Under the direction of the Accounting Supervisor perform complex and technical duties associated with contract administration; provide technical assistance in purchasing materials, supplies, equipment, and services; perform specialized procurement duties as assigned.

#### **REPRESENTATIVE DUTIES**

1. Participate in contract administration; assist in overseeing contracts to meet established terms and conditions. E
2. Review and monitor contracts for performance and compliance in accordance with District, state and federal policies and regulations; monitor pay rates, pay submittals and change order documents. E
3. Prepare purchase orders and procure equipment and supplies; verify information and budget codes for purchase requests; assign vendor and purchase order numbers; encumber purchase order requests into budget; obtain necessary authorizations; distribute to appropriate sources. E
4. Prepare purchase orders and procure equipment and supplies; verify information and budget codes for purchase requests; assign vendor and purchase order numbers; encumber purchase order requests into budget; obtain necessary authorizations; distribute to appropriate sources. E
5. Process pay applications associated with construction purchase orders and contracts. E
6. Process and publish required public notifications associated with competitive bids and property surplus. E
7. Coordinate the development of competitive bid documents, Requests for Proposals and related documents, and bid specifications; prepare quotes, bids and change orders; analyze and tabulate bids for action by Board of Trustees.
8. Communicate with staff and vendors during the competitive bid process to ensure transparency and to meet legal requirements; publish addendums and questions submitted during the process. E
9. Assist District departments in establishing service contracts; obtain necessary authorizations; compile required reports and summaries for the Board agenda; and process contracts according to established District policies and procedures. E
10. Coordinate and meet with vendors, divisions, departments and the District receiving department to assure timely delivery of supplies and equipment; coordinate price changes between vendors and divisions or departments; audit vendor invoices for payment; batch and balance purchase orders and invoices for payment. E
11. Assist departments with the disposition of surplus property and equipment, including advising on the process, compiling lists and preparing Board agenda items. E

12. Compile data and prepare local and state reports, including contracts and purchase orders for the Board of Trustees agenda and bond construction reports. E
13. Assign employee access and permissions for the online accounting system including viewing access; screen access; approvals. E
14. Train new employees in online requisitioning system including those who will input requisitions and those who will be approving requisitions; add and/or update account codes and approvers; assign substitute approvers as needed. E
15. Monitor "Approve Budget Override" queue and contact appropriate staff and/or supervisors to resolve funding issues. E
16. Gather data and costs on supplies, services, and contracts for district and bond purchases. Recommend products and purchases. E
17. Advise District personnel regarding acquisition requirements for equipment, materials and supplies. E
18. Coordinate with staff and vendors regarding repairs to District equipment; follow up on orders not received, partially received and have outstanding back orders remaining; monitor annual maintenance agreements. E
19. Operate a computer, copier and other related office equipment. E
20. Coordinate the development of competitive bid documents, Requests for Proposals and related documents, and bid specifications; prepare quotes, bids and change orders; analyze and tabulate bids for action by Board of Trustees.
21. Monitor District contracts database and inform departments on renewal dates, bid timelines, legal and regulatory requirements.
22. Assist auditors at year-end with requested documentation.
23. Order and maintain supplies and forms for the Fiscal Services function.
24. Maintain fixed asset records; track and remove equipment declared as surplus; update master fixed asset list. Maintain online asset management database including completion of assets, updating of codes.
25. Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Methods, practices, and terminology used in purchasing and accounting; public agency purchasing policies and procedures; public contract code and construction laws; applicable state laws and regulations; bookkeeping; modern office technology and practices, procedures and equipment;

financial and statistical record-keeping techniques; telephone techniques and etiquette; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer and various software packages such as Microsoft Office and other office machines including a 10 key calculator by touch; oral and written communication skills; basic bid preparation and procedures; interpersonal skills using tact, patience and courtesy; data gathering and report preparation.

**Ability to:** Provide technical assistance for the purchasing of materials, supplies and equipment; assist in construction contract administration; read, analyze and interpret contracts, state laws, and regulations; analyze and compare purchasing bids; prepare bid specifications; apply policies, practices and terminology used in purchasing supplies and materials; operate a variety of office equipment including a computer and Microsoft Office applications, database, and other office equipment; add, subtract, multiply and divide quickly and accurately; understand and follow oral and written directions; establish priorities and procedures; keep information secure and confidential; establish and maintain cooperative and effective working relationships with others in an environment with diverse staff and students; work independently with minimal supervision and exercise discretionary judgment; meet schedules and time lines; maintain records and prepare reports; communicate effectively both orally and in writing to exchange information in person and on the telephone; sit for extended periods of time; lift 25 pounds regularly and up to 50 pounds occasionally, carry, push or pull light objects; bend at the waist, kneel or crouch.

#### **EDUCATION AND EXPERIENCE**

Any combination equivalent to: an Associate's degree in business, accounting or a related field and (4) four years increasingly responsible experience in financial record-keeping and contracts including (2 two years in a purchasing function.

#### **WORKING CONDITIONS**

Environment: Office environment; sitting for extended periods of time; constant interruptions and driving a vehicle to conduct work.

#### **LICENSES AND OTHER REQUIREMENTS**

Valid California driver's license. Must have an acceptable driving record and current vehicle insurance meeting the State of California requirements.

#### **EMPLOYMENT STATUS**

Classified Bargaining Unit

E=Essential Functions

Range 13

Revised 7/00; 7/11

Approved by the Board of Trustees: April 20, 2017