

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Purchasing Clerk

BASIC FUNCTION: Under the supervision of the area Manager, performs a variety of specialized clerical work involved in the purchasing of materials, supplies, equipment and *services*.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable.

REPRESENTATIVE DUTIES:

1. Creates, edits, prints, faxes and files all District Purchase Orders.
2. Performs Mail-runs, sorts and distributes mail for ABS, Finance & Administration Departments.
3. Reconciles warrants from County, distribute to either US Mail, or ABS. Notify receiving Parties by phone or e-mail.
4. Provides technical support to the Academic and Classified Staff who use the Galaxy Purchasing Module to help resolve problems and systems issues.
5. Provides Galaxy training and purchasing coordination information and assistance to the Academic and Classified Staff regarding purchasing procedures.
6. Researches and ensures compliance with guidelines set forth by the Internal Revenue Service when creating new vendor file in the Galaxy system.
7. Analyzes and resolves problems that may arise between vendors and the Academic and Classified Staff regarding Purchase Orders.
8. Facilitates relations between vendors and Academic and Classified Staff in regards to ordering issues.
9. Acts as an Event Coordinator for vendor demonstrations and on campus trade shows for the Academic and Classified Staff.
10. Assists in preparation of bid documents for mailing and compiling and answers general questions related to the project.
11. Assists with the processing of the District's Contracts following guidelines set by the District, including logging, attaching corresponding purchase order, distributing copies and maintaining contracts on file.
12. Ability to establish and maintain effective working relationships with both internal as well as outside contractors, vendors, agencies and the general public.
13. Performs mail-runs, sorts and distributes mail for the Departments/ individuals located at North Hall.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent.

EXPERIENCE: Three years of directly related financial record keeping experience are required.

LICENSES/CERTIFICATIONS REQUIRED: None.

KNOWLEDGE OF: Basic methods, terminology, and practices of purchasing; general office practices and familiarity with the operation of office equipment, including word processing and computer.

ABILITY TO: Learn and apply laws, rules, regulations, and procedures related to purchasing; communicate effectively and analyze situations accurately; exercise judgment, initiative and analytical skill; meet schedules and timelines; perform clerical duties, including keyboarding, related to bids and other purchasing procedures; post and make arithmetic computations rapidly and accurately; keyboard at a speed of not less than 35 net words per minute; develop and maintain pleasant and effective working relationships with the public and other employees.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental personnel, and vendors.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.