

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Purchasing Specialist

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

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES:**

1. Provides technical support to the Academic and Classified Staff who use the Galaxy Purchasing Module to help resolve problems and systems issues.
2. Researches and ensures compliance with guidelines set forth by the Internal Revenue Service when creating new vendor file in the Galaxy system.
3. Facilitates relations between vendors and Academic and Classified Staff in regards to ordering issues.
4. Assists in preparation of bid documents for mailing and compiling and answers general questions related to the bid project and maintains all bid documents.
5. Creates and mails Award letters and Notice to Proceed letters in relation to bid awards.
6. Files Notice of Completions with the County of Riverside Clerk & Recorder's office.
7. 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.
8. Ability to establish and maintain effective working relationships with both internal as well as outside contractors, vendors, agencies and the general public.
9. Access Seagate Reports and create Purchase order and Contract lists for the Monthly Board report.
10. As work load requires, assist Purchasing Clerk with converting requisitions to purchase orders, reconciling daily warrant registers, distribution of the warrants, and the mail run.
11. Provides Galaxy Training, and purchasing coordination information and assistance to staff regarding purchasing procedures
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent. College course work in contract law, procurement, or business administration is desirable.

**EXPERIENCE:** Three years of directly related experience in purchasing, with increasing responsibilities are required. Outside sales experience may be substituted for one year's experience.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:** Methods, practices and terminology used in purchasing, accounting and bid analysis; office practices, computer software applications, including Excel and Word; the operation of business equipment including computers, copiers, and calculators.

**ABILITY TO:** Learn and apply laws, regulations, and procedures relating to public college purchasing; communicate effectively and analyze situations accurately; meet schedules and timelines; perform clerical duties, including keyboarding, relating to bids and other purchasing procedures; keyboard at a speed of not less than 40 words net words per minute; develop and maintain pleasant and effective working relationships with both 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.