

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

Class Title: Purchasing Assistant			<i>Adm. Rev. Approved: August 28, 2006</i>
Level: H	FLSA Status: Exempt	Class Code: E0829	<i>Approved by: College President</i>

### GENERAL DESCRIPTION

Responsible for administrative and technical support in the Purchasing Department. Responsible for coordinating activities related to processing contracts, requests for quotes, requests for bids, requests for proposals, invitations to negotiate and purchase orders, to include preparation, distribution, and monitoring to ensure conformance status.

	KEY RESPONSIBILITIES	% OF TIME
1. *	Provides paraprofessional assistance to the Director of Purchasing and Buyers, to include responsibility for technical functions associated with the College's purchasing operation.	35%
2. *	Assists with confidential and complex purchasing activities and transactions involving commodities or services.	10%
3. *	Coordinates and assists with the preparation of contracts, bids, quotes, RFPs, ITNs, purchase orders and all related correspondence. Monitors status and coordinates follow up and routing between departments.	20%
4. *	Maintains database associated with contracts, bids, quotes, RFPs, ITNs, purchase orders, vendors and related information, and prepares associated reports.	10%
5.	Coordinates activities with outside vendors and user departments.	5%
6.	Meets and/or communicates with vendors to solicit business or resolve disputes or discrepancies. Also communicates with user departments, to include problem solving activity	15%
7.	Establishes and maintains bids, quotes, RFPs, ITNs, purchase orders and vendor files.	5%
8.	Performs other similar and related duties as required.	

\* Indicates an "essential" job function.

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**KEY JOB REQUIREMENTS**

Education:	Associates Degree or two year college equivalent.
Experience:	3 to 5 years prior related work experience required.
Planning:	Plans events that are expected to occur from one to three months in the future. Scope of planning is section or large group.
Budget Impact:	Provides supporting advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. Actions have a direct contribution on the methods used to process expenditures and therefore affects the College's budget.
Impact of Decisions:	Moderate responsibility for making recommendations or decisions which typically affect department, but may at times affect the operation, services, individuals, campuses, vendors, or activities of others outside department and college.
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/ answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
Decision Making:	Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
Problem Solving:	Problems are not easy to identify, but are similar to those seen before. Solving them requires judgment such as setting priorities, evaluation results, or coordinating with others. Solutions can often be found by using methods chosen before in similar situations.
Communications with Others:	Requires regular internal and external contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation, and persuasion.
Supervision of Others:	Has responsibility or authority which is limited to the direction of student or temporary workers or clerical office staff. Nature of work supervised is limited to highly standardized, routine administrative duties.
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures and can recommend a course of action based upon these guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and retrieval of data.
Innovation/ Creativity:	Work requires improving methods or procedures affecting delivery of service to user departments. The results generally impact several work groups, a large project, or an extended customer base.
Working Conditions/ Physical Effort:	Work is typically performed at a desk in an office or computer room, and involves intermittent sitting, standing, stooping or walking. Occasional lifting of 25 lbs. or less may be required.

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