

PURCHASING AIDE

DEFINITION

Performs specialized clerical and technical duties in support of a purchasing office at a college, cluster of colleges or the District Office.

TYPICAL DUTIES

- Processes purchase orders and verifies accuracy of requisition coding and availability of funding using a computerized purchasing system.
- Generates purchasing documents and reports using a computerized purchasing system.
- Monitors the status of purchases in progress and initiates follow-up contact with vendors to obtain status information.
- Informs the College Procurement Specialist of problems regarding the terms of purchasing agreements, the availability of goods, and schedules and deliveries.
- Reorders standard items using existing purchasing agreements.
- Processes payment documents based on vendor compliance with purchase orders.
- Answers inquiries from college and District staff on matters such as purchasing procedures, clarification of information concerning items to be purchased, approval for substitutions and changes, and items delivered.
- Provides information to college and District staff regarding appropriate use of procurement documents and sources of supply.
- Offers assistance in obtaining product information.
- Identifies purchasing patterns and requests contracts to meet recurring purchasing needs.
- Contacts vendors, sales representatives, and distributors to obtain information on items, services, prices, discounts, and delivery dates.
- Searches catalogs and other publications for information on goods and services.
- Compiles comparative information on goods and services available for use by the Purchasing Agent or College Procurement Specialist in making purchasing decisions.
- Utilizes standard office software applications in the preparation of office correspondence on purchasing and related matters.
- Recommends procedural changes related to the clerical support functions of the office.
- Maintains equipment and supply contracts file.
- May assist in the clerical processing of contracts within established District procedures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Purchasing Aide** is responsible for preparing and processing purchasing documents and providing technical support in developing information and expediting the purchase of materials, services, equipment and supplies for a college, cluster of colleges, or the District Office.

DISTINGUISHING CHARACTERISTICS (Cont.)

A **College Procurement Specialist** negotiates, prepares, and processes contracts and purchase orders for the acquisition of a variety of equipment, materials, supplies and services for multiple colleges within the District for amounts below the state statutory bid limit.

An **Administrative Aide** applies a thorough knowledge of established procedures and policies in the areas of: budgeting, purchasing, personnel, payroll, contracts, scheduling, and other centralized administrative activities. Proficiency in the methods, procedures, and policies utilized in the Los Angeles Community College District is of greater importance than a broad knowledge of the general principles and practices of office administration. May perform lead duties. Use of computers and advanced software applications is an integral aspect of the duties. The class of **Administrative Aide (Confidential)** is distinguished from the class of **Administrative Aide** because the employee, in the regular course of his or her duties, is required to have access to, or possess information relating to, the District's employer-employee relations.

SUPERVISION

Immediate supervision is received from a classified supervisor or manager. Work direction may be received from a College Procurement Specialist. May provide work direction to assigned clerical staff and student employees.

CLASS QUALIFICATIONS

Knowledge of:

- Purchasing terminology
- Common business practices related to the purchasing cycle
- Purchasing procedures, operations, and policies of the Los Angeles Community College District
- Clerical practices and procedures
- Letter, memorandum, and report formats
- Principles of business English, punctuation, spelling, and grammatical usage
- Customer service techniques for public contact in person and on the telephone
- Capabilities of computer systems, software, and hardware common to purchasing
- Recordkeeping procedures

Skill in:

- Use of computer equipment

Ability to:

- Apply District and campus purchasing policies and procedures to specific transactions
- Effectively utilize computer equipment and software in the performance of duties
- Perform mathematical calculations of moderate difficulty
- Critically review source data, detect, and correct errors
- Give clear and concise instructions
- Organize and maintain accurate and complete records and files
- Record data neatly and accurately in standard and electronic files
- Prepare letters, memos, and reports
- Meet schedules and timelines
- Work effectively with vendors, sales representatives, distributors, and college and District staff
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or its equivalent.

Experience:

None is required. One year of paid, full-time general clerical experience, which included use of computer equipment and public contact is desirable.