

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: PURCHASING/RECEIVING COORDINATOR BASIC

#### FUNCTION:

Under the direction of an assigned supervisor, coordinate the procurement, receiving and inventory of a wide variety of materials, supplies and equipment in support of District operations; provide technical assistance to departments regarding purchasing policies, procedures and requirements; receive and deliver orders to persons and/or departments and maintain the warehouse functions.

#### REPRESENTATIVE DUTIES:

Schedule deliveries; verify orders before delivery; work with vendors on deliveries not received by the scheduled delivery date.

Prepare and maintain a variety of financial records as required; review, verify and post financial data to appropriate accounts using automated equipment and software; balance expenditures to the general ledger; track transfers, paybacks and cancellations; process purchase orders and expense claims; code data and monitor accounts; identify and resolve discrepancies; research errors and make adjusting entries.

Purchase standard goods and services as directed; research potential vendors and suppliers, obtain and review catalogs, and obtain information concerning price and availability of products.

Receive and process rush orders on request; transmit orders via facsimile, negotiate prices with vendors, and work closely with accounts payable personnel to facilitate purchases. Resolve discrepancies, and correct errors to assure timely payments.

Assist in the bidding process; mail documents to prospective bidders; type and assemble bids and quotations; communicate with vendors to obtain current prices, shipping and availability information as requested; place orders with vendors upon approval.

Place property tags on incoming equipment and record serial numbers and other identifying data; enter appropriate information into inventory database so that asset numbers are assigned to equipment.

Schedule use of vehicles stationed on campus; maintain check-out sheets and determine rental charges for each cost center according to their use of vehicle; pick up and return vehicles as necessary; assure travel readiness.

Record the sale, theft, damage, donation or disposal of property.

Prepare periodic and annual inventory reports; prepare surplus property lists and reports.

Assist in the regular inventory of warehouse supplies and participate in surplus property sales; assist in the physical set-up for sale and type invoices for sales.

Review requisitions and provide information to the requesting department regarding availability of funds to assure cost is within budget limitations.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### *KNOWLEDGE OF:*

- Receiving, delivery and warehouse policies, practices and terminology.
- Applicable laws and regulations related to purchasing and receiving.
- Oral and written communication skills.
- Operation of windows based and data base management software.
- Modern office practices, procedures and equipment including filing systems.
- Record-keeping techniques.
- Basic math.

#### *ABILITY TO:*

- Operate computer equipment and software with speed and accuracy.
- Apply and explain established rules, regulations, policies and procedures related to purchasing.
- Prepare, review, verify and process documents and forms.
- Prepare purchase orders.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Compose business correspondence using correct spelling, grammar and punctuation.
- Communicate effectively both orally and in writing.
- Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school supplemented by business course work in accounting, business administration or related field and three years of increasingly responsible clerical, accounting, purchasing or financial record keeping experience.

**LICENSES AND OTHER REQUIREMENTS:** Valid California driver's license.

## WORKING CONDITIONS:

### ENVIRONMENT:

Office environment.

### PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |                                  |   |
|----------------------------------|---|
| 1. Seldom = Less than 25 percent | 3. Often = 51-75 percent                |
| 2. Occasional = 25-50 percent    | 4. Very Frequent = 76 percent and above |

- 4 a. Ability to work at a desk, conference table or in meetings of various configurations.
- 2 b. Ability to stand for extended periods of time.
- 4 c. Ability to sit for extended periods of time.
- 4 d. Ability to see for purposes of reading printed matter.
- 2 e. Ability to hear and understand speech at normal levels.
- 4 f. Ability to communicate so others will be able to clearly understand a normal conversation.
- 2 g. Ability to bend and twist.
- 2 h. Ability to lift 25 lbs.
- 2 i. Ability to carry 25 lbs.
- 4 j. Ability to operate office equipment, computer or related peripherals.
- 3 k. Ability to reach in all directions.

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*