

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:

Coordinate with vendors and delivery services to ensure that all deliveries are received and placed in a safe and secure location until deliveries can be verified and delivered to ordering departments.

Check weekly reports to schedule equipment and deliveries for orders being received throughout the week; verify orders before delivery if assembly and/or installations are needed and scheduled; work with vendors on deliveries not received when the scheduled delivery date has passed.

Prepare and maintain comprehensive records related to warehouse supplies inventory and warehouse supplies orders; retrieve and edit data and generate reports as required.

Receive, review and record packing slips; clarify and verify information; generate purchase orders and obtain signatures and other authorizations as appropriate; enter, update and revise data in computer system to reflect cancellations, change notices and related actions.

Purchase standard goods and services as directed by the Vice President for Business Services and/or Director of Purchasing; research potential vendors and suppliers, obtain and review catalogs, and obtain information concerning price and availability of products.

Train and provide work direction and guidance to student personnel; verify the accuracy and timeliness of work performed by assigned personnel.

Prepare and maintain comprehensive records related to purchase orders, special orders and warehouse supply orders; retrieve and edit data and generate reports as required.

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.

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.

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

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

Review receiving and warehouse systems and provide information to the requesting department regarding receiving and warehouse functions.

Maintain the warehouse in an organized, clean and safe environment.

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.

Inspect incoming stock for conformity to purchase orders and report shortages, damages and other discrepancies; ensure perishable material is delivered immediately for refrigeration storage.

Fill warehouse supply orders; stock shelves and maintain files; prepare District requisitions to maintain appropriate stock levels in warehouse supply system; invoice warehouse charges as needed.

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

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.

Receive, log, and project cost of transportation requests using the computer system to assure availability of funds.

Operate a variety of office machines including microcomputer, printer, calculator, facsimile machine and copier.

Assist the department director and co-workers to accomplish department goals. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Receiving, delivery and warehouse policies, practices and terminology.
- Applicable laws and regulations related to the District's purchasing, receiving, delivery and warehouse functions.
- Oral and written communication skills.
- Operation of automated receiving, inventory and warehouse programs as well as word processing and data base management software.
- Shipping and receiving procedures. Proper lifting techniques.
- Modern office practices, procedures and equipment including filing systems. Telephone

- techniques and etiquette.
- Record-keeping techniques.
 - Basic math.

ABILITIES TO:

- Receive and store materials, supplies and equipment for the District.
- Participate in purchasing materials, supplies and equipment for the District.
- Operate computer equipment and software with speed and accuracy.
- Apply and explain established rules, regulations, policies and procedures related to the purchasing function.
- Prepare, review, verify and process receiving and inventory forms and documents. Communicate with vendors and District personnel exchange information, resolve discrepancies, and correct errors to expedite deliveries.
- Prepare and deliver purchased orders and warehouse supply 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. Lift objects weighting up to 25 pounds.
- Safely operate a District vehicle.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by business course work and three years of increasingly responsible clerical experience including two years of receiving and warehouse experience, public contact and operation of automated systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Duties are primarily performed in an indoor office environment or in a receiving area. Incumbents are subject to sitting for extended periods of time and attending meetings at various campus locations.

PHYSICAL DEMANDS:

Must sit for long periods of time, use hands and fingers to operate an electronic keyboard, calculator or other office machines, speak clearly and distinctly to answer telephones and to provide information; see to read normal print; hear and understand voices over telephone and in person; lift, carry and move objects weighing up to 25 pounds.