

**ORANGE COUNTY SANITATION DISTRICT**

**CLASS SPECIFICATION**

**Job Code:** 1817  
**FLSA Status:** Nonexempt  
**Bargaining Unit:** Admin/Clerical  
**Effective Date:** 07/12/02  
**Revised Date:** 07/04/08

**CLASS TITLE: CONTRACTS/PURCHASING ASSISTANT**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under general supervision, performs a variety of administrative duties supporting District contracts/purchasing operations including preparing bid packages, attending pre-bid conferences, publishing legal ads, and monitoring the bid process to ensure efficient closure; supports liability and insurance requirements for District contractors; maintains records in compliance with program requirements and District guidelines; and performs a variety of administrative tasks relative to assigned area of responsibility.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist in preparing Requests for Proposals; prepare drafts as requested; verify list of potential bidders; compile, collate, and copy RFP; address and stuff envelopes and distribute to bidders.
2. Prepare legal ads and/or public notices for RFPs at least ten days prior to bid opening.
3. Participate in bid openings and tabulation; finalize contract agreements and route to Insurance Coordinator; maintain bid, RFP, and contract files.
4. Receive, sort, and match daily requisitions with purchase orders; stamp invoices as appropriate; separate purchase order packages and forward matched orders to supervisor for review; fax purchase orders and attach confirmation of fax to package.
5. Create and maintain file folders for purchase orders; document purchase order number, date of expiration, description, and name of company the order was issued to; file completed purchase order packages.
6. Order office supplies for all assigned divisions; process and fax stationary supply orders to vendors; retain copies of orders with fax confirmation sheet.
7. Support liability and insurance requirements for District contractors and service providers; ensure the adequacy and documentation of coverage by contractors; review and secure liability and other related insurance coverage; review and verify insurance and/or bond documentation for compliance with District ordinances and state government codes.
8. Work on and support a variety of projects; participate in the collection, compilation, and analysis of information from various sources on a variety of specialized topics related to assigned projects and programs; participate in the preparation of reports that present and interpret data, identify alternatives, and make and justify recommendations.
9. Review and verify materials, applications, records, and reports for completeness and conformance with established regulations and procedures; apply applicable policies and procedures for determining completeness of applications, records, and reports; collect and process appropriate information.
10. Serve as liaison with other District staff, the general public, and outside agencies; provide information

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and assistance as appropriate; explain programs, policies, and activities; interpret and apply policies and procedures as necessary.

11. Recommend improvements in work flow, policies and procedures; implement improvements as approved; develop and review forms and report formats as required.
12. Maintain records in compliance with program rules and regulations and District guidelines; coordinate preparation of records for transfer to off-site storage; coordinate records disposition or destruction activities.
13. Continually update the contracts/purchasing/warehouse intranet web site; add or update forms, new information, user codes, and bid information.
14. Perform a variety of general administrative duties; prepare and distribute correspondence for department staff; receive and forward phone calls; provide information to callers; prepare and print various reports.
15. Attend various meetings including pre-bid conferences, and training seminars as required.
16. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.  
Basic principles of bid and contract processes.  
Basic principles of liability, property, and other related insurance coverage.  
Basic principles and practices of a formal bidding process.  
Principles and procedures of record keeping and filing.  
Principles and practices used in establishing and maintaining files and information retrieval systems.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar and punctuation.  
Methods and techniques of proper phone etiquette.

**Ability to:**

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Perform a variety of administrative duties supporting District contracts/purchasing operations.  
Prepare legal ads and/or public notices for RFPs.  
Maintain records in compliance with program rules and regulations, and District guidelines.  
Review and verify materials, applications, records, and reports for completeness and conformance with established regulations and procedures.  
Collect, compile, and analyze information from various sources in preparing recommendations for management review.  
Independently prepare correspondence and memoranda.

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Plan and organize work to meet changing priorities and deadlines.  
Work cooperatively with other departments, District officials, and outside agencies.  
Work independently in the absence of supervision.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in accounting, purchasing, insurance or a related field.

**Experience:**

Three years of increasingly responsible administrative support experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting.

**Physical:** Primary functions require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.