



JULY 2012
FLSA: NON-EXEMPT

CONTRACTS/PURCHASING ASSISTANT

This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.

DEFINITION

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

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and managerial staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Incumbents perform the full range of contract support duties, including assisting with requests for proposals and soliciting bids. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Contracts Administrator in that the latter performs routine work in managing the business relationship of contract parties in coordination with District staff, legal counsel, and outside contractors and participates in the development and fulfillment of contract requirements.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Assist in preparing solicitation instruments including Requests for Proposals (RFPs) and Invitations for Bids (IFBs); prepare drafts as requested; verify list of potential bidders; compile, collate, and copy RFP's/IFB's; address and stuff envelopes and distribute to proposers/bidders; assist in preparing addenda and other solicitation related documents and distributing to proposers/bidders; upload solicitation documents to District's on-line bidding vendor(s); Prepare legal ads and/or public notices for RFPs/IFBs at least ten days prior to proposal/bid due date.
- Participate in bid openings and tabulation; finalize contract agreements and maintain IFB and RFP files. Facilitate and track contract document signature process. Update contract files as change orders, amendments, addendums, extensions, reallocations, and special agreements are developed.
- 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/scan purchase orders and attach confirmation of faxes/scans to package. Generate purchase orders and process change orders on behalf of principal/senior/contract administrators.
- 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.

- Order office supplies for all assigned divisions; process and fax/scan stationary supply orders to vendors; retain copies of orders with fax/scan confirmation sheet.
- 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.
- 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; conducts periodic internal audits to ensure that proper documentation and procedures have been maintained.
- Serve as liaison with other District staff, the general public, and outside agencies; provide information and assistance as appropriate; explain programs, policies, and activities; interpret and apply policies and procedures as necessary.
- Recommend improvements in work flow, policies and procedures; implement improvements as approved; develop and review forms and report formats as required. Participate in the development/maintenance of desk top procedures for specific job assignments.
- Maintain contracts/purchasing 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.
- Continually update the contracts/purchasing/materials management intranet web site and other related sites; add or update forms, new information, user codes, and bid information.
- 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.
- Maintain District's procurement card program.
- Submit facilities work orders and IT help desk requests. Expedite orders. Report all purchasing and contract related activity. Coordinate assigned vehicles.
- Attend various meetings and training seminars as required.
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- 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.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business mathematics and basic statistical techniques.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices used in establishing and maintaining files and information retrieval systems.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform responsible administrative support work with accuracy, speed.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
- Interpret, apply, and explain administrative and departmental policies and procedures.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Employment Standards:

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. High school diploma or equivalent supplemented by specialized training in accounting, purchasing, contracts or a related field; AND
2. Three (3) years of increasingly responsible administrative support experience.

Licenses and Certifications:

- Possession of a valid California class C driver's license.

Disaster Service Workers:

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.