

RANGE N02

**JTC NO. CM8
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Purchasing Transaction Specialist II

DATE PREPARED: Fall 2003

DATE REVISED: Summer 2012; Spring 2014; Fall 2016; Spring 2017

GENERAL SUMMARY: Under general direction, exercises independent judgment and initiative to prepare and process various purchasing documents including purchase orders, requests for competitive quotations and bids, and preparation of board documents. Proofreads material as required for accuracy and completeness and trains new support staff members in applicable purchasing processes and procedures.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Trains new support staff members on 1) how to create purchase orders and research data in the purchasing system, and 2) how to create bids, quotes, contract pricing information files, tabulation of bids and setting up contract files.

Assists in opening and tabulating advertised sealed bids and competitive quotations.

Expedites outstanding purchase orders for buyers as required.

Maintains insurance certificate files.

Performs online document creation and maintenance activities using personal computer and mainframe applications.

Prepares, compiles, reproduces and/or distributes various documents such as bids, proposals, quotations, legal advertisements, letters, memorandums, board documents, bid tabulations and purchase orders. Proofreads the documents for completeness and accuracy. Conveys information regarding data necessary to complete processing.

Operates various office equipments as required to support the operations of the Purchasing Department.

Answers telephones, interacts with departmental visitors, conveys messages, runs errands and assists others as needed.

Performs research, retrieves data and prepares documents to assist buyers and others in bid processing and transaction problem solving.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

Type's reports, forms and general correspondence as needed.

Plans and schedules work with assistance of supervisor.

During peak work times and/or coworker's temporary absence, covers other positions as needed.

Performs other duties as assigned.

REPORTING RELATIONSHIP:

First level supervisor is the designated department supervisor; second level supervisor is the Director of Purchasing.

PHYSICAL EFFORT REQUIRED:

Work with light, easy to handle materials. Some positions may occasionally be required to lift and carry moderately heavy material or equipment weighing up to 50 pounds. Due to the layout of the facility, climbing stairs may be required.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Graduation from high school or equivalent plus two years of general office experience and a minimum of two years of experience as a Purchasing Transaction Specialist. Proficient in the use of Microsoft Office software programs and accurate typing of 50 wpm. Requires basic understanding of personal computer and mainframe applications. Oral and written communication skills to support interaction with individuals from diverse backgrounds. The knowledge and experience providing effective customer service. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***