

RANGE N02

**JTC NO. CP8
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: College Purchasing Transaction Specialist
DATE PREPARED: Spring 1991
DATE REVISED/RETITLED: Fall 2003; Spring 2005; Fall 2006; Spring 2009; Summer 2012; Spring 2014; Fall 2016

GENERAL SUMMARY:

Responsible for reviewing and processing purchase requisitions for a specific department(s) within a campus location utilizing some amount of latitude of action and independent judgement. Reviews related budget adjustments following Business Office Procedures. Researches all information necessary for items being requisitioned and send it forth to supervisor for final review and approval.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Reviews campus purchase requisitions for accuracy and compliance with District procedures including the Business Office Procedures Manual. Verifies availability of funds, reviews specifications, and account number assigned. Processes in accordance with established procedures.
- Solicits quotations as appropriate, including support of the District's Diversity Business participation policies and procedures. Coordinates vendor setup and changes with appropriate District staff.
- Maintains current vendor listings, standard specifications and supplier's product reference file.
- Provides assistance by providing and supplying vendors, item specifications, item cost and appropriate account number to be used.
- Solicits and/or confirms telephone bids when appropriate to follow established district policies and procedures.
- Responsible for input of requisition requests on system for purchase orders and requests budget adjustments and transfers.
- Performs follow-up actions to ascertain delivery dates and resolve invoice problems.
- Maintains associated records, databases and spreadsheets to maintain records and generate periodic reports. Distributes according to established guidelines.

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Work with campus inventory control specialists on annual capital inventory review.
- Performs related duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIREMENTS:

Work with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/EXPERIENCE REQUIREMENTS:

Associate's degree or higher plus one year of experience performing purchasing related functions in a multi-location organization with computer based purchasing system **or** graduation from high school or equivalent plus three years of experience performing purchasing related functions in a multi-location organization with computer based purchasing system. Ability to utilize computer technology to access data, maintain associated records and generate reports.

Ability to communicate effectively with varying levels of DCCCD staff and vendors from diverse backgrounds. Strong knowledge and experience providing effective customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

KWT/N07/06/95 – old JTC NA9
Revised: 09/01/02; ccp
Revised?Retilted: 03/29/05 – old JTC CL4; ccp
Revised: 09/06; ccp – rje
Revised: 04/2009-ccp
Revised: 08/2012 – emm
Revised: 02/2014 – emm
Revised: 12/2016 - emm
ADA/tmm 09.25.18