



ANTELOPE VALLEY COLLEGE
Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION

POSITION: Buyer **Full time, 12 months**

WORK SCHEDULE: Monday – Friday: 8:00am – 4:30pm

SALARY: Range 19, \$3,963.55/mo. + benefits

DEADLINE: January 23, 2012

BASIC FUNCTION:

Under the direction of the Director of Business Services, performs a variety of duties in support of district purchasing functions; researches best source of supply for quality and price; maintains communications with accounts payable and warehouse functions to resolve problems, queries, product warranty issues, and returns; communicates with vendors to clarify issues and determines status of orders; communicates with District personnel to notify of purchase order status and exchanges information; performs formal bids for goods and services; prepares and delivers notices to media and distributes bid packets to vendors; oversees bid openings, notifies bidders of awards and processes bid documents; prepares lists and reports for Board approval and information related to purchasing and revolving cash fund functions; and performs other related duties as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Performs a variety of duties in support of District purchasing functions; receives and verifies accuracy and completeness of requisitions; obtain and clarify additional information as needed. (E)
- Researches best sources of supply for quality and price; maintains a variety of logs, catalog and vendor files and records related to the District's purchasing function; obtain telephone quotes for applicable goods and services. (E)
- Assigns proper codes and account numbers to purchasing documentation; assures the availability of adequate funding and processes for approval; ensures accuracy of requisitions and purchase order documents and maintains appropriate files and logs. (E)
- Distributes purchase order documents and places orders according to established procedures; communicates with vendors to clarify issues and determine status of orders; communicates with District personnel to notify of purchase order status and to exchange information. (E)
- Prepares lists and reports for Board approval and information related to purchasing and revolving cash fund functions; maintains communications with accounts payable and warehouse functions to resolve problems, queries, product warranty issues, and returns. (E)
- Prepares formal bids for goods and services; prepares and delivers notices to media and distributes bid packets to vendors; oversees bid openings, notifies bidders of award of bid and processes related bid documents. (E)
- Coordinates employee transportation and other programs as assigned. Coordinates the travel for student clubs and ASO to include reserving flights, hotels, vehicles, luggage accommodations, and arranging payments as needed.
- Performs other accounting-related duties as assigned, involving telecommunications, student services or other functions.
- Operates a variety of office equipment including a computer terminal, typewriter, calculator, copier, signature machine, fax machine, cash register and paper shredder.
- Performs related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school supplemented by course work in accounting or purchasing, **and** two years increasingly responsible purchasing experience.

KNOWLEDGE OF:

- Purchasing policies and practices.
- Use and processing of requisitions, purchase orders, invoices and related documents.
- Local vendors and sources of supply.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Statistical typing and record-keeping.
- Operation of computer and related software.

ABILITY TO:

- Apply policies, practices and terminology used in purchasing supplies and materials for a school district.
- Prepare, review, verify and process purchasing forms and documents.
- Maintain vendor lists, catalogs and brochures.
- Obtain verbal and written price quotations.
- Purchase goods and services in compliance with specifications and financial constraints.
- Add, subtract, multiply and divide quickly and accurately.
- Maintain records and prepare reports.
- Understand and follow oral and written directions.
- Type at an acceptable rate of speed.
- Work independently with little direction.
- Operate a computer terminal, calculator and other office equipment.
- Communicate effectively both orally and in writing.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Not applicable – no permanent full-time staff to supervise.

CONTACTS: Co-workers, other departmental staff, vendors, students and faculty.

PHYSICAL EFFORT:

- Sitting for extended periods of time.
- Bending and reaching to retrieve and file records.
- Light lifting of boxes.

WORKING CONDITIONS: Normal office environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Cover letter addressing your interest and qualifications
3. Résumé
4. **Transcripts:** If college-level coursework or a degree is required in the job announcement under "Education and Experience":
 - a. Submit transcripts of all college-level coursework as required (unofficial transcripts or photocopies will be accepted to establish the application file).
 - b. No copies of degree/diplomas will be accepted as proof of college education.
 - c. Official documents will be required if the candidate is offered the position.
 - d. If "coursework" requirement is satisfied from a non-traditional college setting, submit photocopies of certificates earned that apply to the position only.

The application must be filled out completely and signed. Do not indicate "See Résumé" on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:



ANTELOPE VALLEY COLLEGE

Office of Human Resources

3041 West Avenue K

Lancaster CA 93536

(661) 722-6311

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.

AVC is an equal opportunity employer.