



Job Description

Job Title: College Purchasing Transaction Specialist

JTC: CP8

Salary Range: N02

FLSA: Non-Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Ability to utilize computer technology to access data, maintain associated records and generate reports.

Ability to review and conduct budget adjustments. Able to input requisition requests on system for purchase orders and requests budget adjustments and transfers.

Ability to communicate effectively with varying levels of DCCCD staff and vendors from diverse backgrounds.

Able to verify funds and understand purchasing procedures.

Strong knowledge and experience providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 20 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

High School Diploma plus three (3) years of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL 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. Solicit and/or confirm telephone bids when appropriate to follow established district policies and 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. 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.

Provides assistance by providing and supplying vendors, item specifications, item cost and appropriate account number to be used. Maintains current vendor listings, standard specifications and supplier's product reference file.

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.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer services to clients.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.