

# JOB DESCRIPTION



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**Position Title:** Buyer/Mailroom Technician

**Department:** Procurement Services

**Employment Category:** Non-Exempt Staff

**Primary Location:** District-wide  
Based on the Douglas Campus

**FLSA Classification:** Non-Exempt  
**Remote Eligible:** No

**Parameters:** 40 Hours/Week; 12 Months/Year **Pay Grade:** NE06

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**Position Summary:** The Buyer/Mailroom Technician is responsible for organizing and administering procurement activities in accordance with college and state procurement policies, purchasing required supplies, services and equipment in an efficient and timely manner while assisting college staff and faculty with their purchasing needs and for providing oversight of campus mailroom, shipping, and receiving functions.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Reviews purchase orders and requisitions for completeness and accuracy of information to buy goods and services; verifies funding availability; contacts vendors for price quotes and product availability; establishes contracts with vendors; places orders for materials, supplies, services, or equipment necessary for operations

Maintains records of procurement transactions; maintains accurate vendor database and manages supplier relations; prepares special or recurring reports as requested; performs monthly audits on purchase card transactions

Processes new purchase card holder requests, conducts training and resolves issues that arise with purchase cards to include lost cards and declines; responsible for creating, updating, reviewing, and monitoring card holder spending limits and trends; assists in maintaining purchase card audit compliance

Provides purchasing assistance to departments, conducts training, closely monitors purchase orders to ensure department needs are satisfied; provides fixed asset information to appropriate staff

Provides general oversight and support of the mailroom, shipping, and receiving functions on the Douglas Campus, including receipt of incoming mail and packages, processing outgoing mail and packages delivering packages, and day-to-day supervision of part-time staff

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college, cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

**Education and Experience Requirements:**

Associate's degree from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

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Four years related experience, preferably with a state or local governmental agency

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

## **Knowledge, Skills and Abilities:**

Knowledge of and ability to follow college policies and procedures

Knowledge of state procurement regulations and purchasing practices and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and financial/procurement management systems

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Skill in preparing specifications, evaluating and ranking solicitation submissions and recommending awards

Ability to operate mailroom equipment, including postage meter and other related equipment

Ability to supervise the work of others, including training, task assignment, and performance review

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to work with changing priorities and organize, adjust, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with supervisors, other college staff, students and the public

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

**Work Environment:** Work is primarily performed under general supervision. Incumbent generally performs work in a typical office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports To:** Director of Procurement Services

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.