

Job Number: 1011C003(IH)
Please put this number on the application.



West Valley-Mission
Community College District

INTERNAL EMPLOYMENT OPPORTUNITY

OPEN TO ALL INTERNAL PERMANENT WVMCCD SEIU EMPLOYEES
"PURSUANT TO SEIU COLLECTIVE BARGAINING AGREEMENT, ARTICLE 22"

APPLICATION DEADLINE: Monday, August 9, 2010 5:00 P.M.

POSITION: Purchasing Clerk **West Valley-Mission Community College District**

Under direction of the Director of General Services, assist in the processing of purchase orders, contracts for materials, supplies, equipment and services in accordance with applicable laws, regulations and District policies.

DEPARTMENT: General Services

ASSIGNMENT: 100% of full time, 37.5 hours per week, 12 months per year. Work schedule may change to include some evening or weekend hours as needed.

SALARY: \$3,478 - \$3,792 entry-level salary / \$3,478 - \$4,555 maximum earnable excluding longevity and professional growth. *Salary listed does not include the 4.62% salary reduction via 12 unpaid furlough days per fiscal year, continuing until negotiated.*

MINIMUM QUALIFICATIONS:

Any combination equivalent to:

- Two years of college-level course work in business administration or related field **AND**
- Three years of increasingly responsible experience in purchasing goods and services for a large public sector.

PLEASE SEE ATTACHED JOB DESCRIPTION

TO APPLY: Application packet must include the following documents. **DO NOT STAPLE DOCUMENTS TOGETHER. USE A PAPERCLIP OR OTHER MEANS OF BINDING.** *Please submit documents in this order:*

- A completed West Valley-Mission Community College District Classified Employment Application (*see attached*).
- A completed Diversity Statement (*refer to box on bottom of first page of application*).
- A current typed & detailed resume.
- A completed Personal Data Report Form (*next to the last page of the application*).

APPLICATION DEADLINE: Monday, August 9, 2010 by 5:00 p.m.

Documents to be considered for this position must be received in the Human Resources Department
West Valley-Mission Community College District
14000 Fruitvale Avenue, Saratoga, CA 95070-5698
(*West Valley College Campus*) by the date and time noted above.

HR/ras/07.22.10

Add your email address to our **new** job vacancy list serve to be notified when new Classified, Faculty and / or Management positions are posted.

http://www.wvm.edu/hr/email_subscribe.php

WEST VALLEY–MISSION COMMUNITY COLLEGE DISTRICT

TITLE: PURCHASING CLERK

DEFINITION: Under direction of the Director of General Services, assist in the processing of purchase orders, contracts for materials, supplies, equipment and services in accordance with applicable laws, regulations and District policies.

EXAMPLES OF ESSENTIAL DUTIES: (Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class.) To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Assists end-users with problems associated with the District's administrative purchasing software. Works with the information technology staff to resolve system problems. Orients and explains the steps needed to produce purchase orders.
- Researches, prepares lists of vendors, professional associations, advertising sources and other categories to support the bid announcement process.
- Obtains price verifications from existing and approved vendors.
- Performs secretarial and administrative support duties assigned administrator and relieve the administrator of a variety of clerical, technical and administrative detail.
- Maintains active files of all purchasing contracts, tracks contract documents for completeness.
- Compose correspondence independently; communicate information in person or by telephone where judgment, knowledge and interpretation of policies and procedures are necessary. Open and distribute mail.
- Receive and review purchase requisitions. Prepares purchase orders for a variety of administrative services, supplies and equipment including service contracts.
- Encumbers purchase requisitions, processes purchase orders by accessing information from and onto an automated purchasing and financial system. Sends information to accounting department for payment.
- Maintains relationship with vendors. Organizes automated vendor files containing contact information, delivery, cost and quality performance, and other information that supports ordering. Maintains the Districts' vendor code files.
- Request W-9 information from vendors and updates vendor code system. Places holds on vendor files if information is not complete.

- Receive and review purchase requisitions. Prepares purchase orders for a variety of administrative services, supplies and equipment including service contracts.
- Establish complex, interrelated filing systems including confidential files, collect, compile and record narrative, statistical and financial data and other information; research and verify information as requested.
- Prepare a variety of reports lists and summaries using word processing, spreadsheet and data base management software, maintain logs and other manual records as required; receive mail and identify and refer matters to the administrator in order of priority.
- Facilitate communications between assigned administrator and other administrators, students, academic staff and other offices, educational institutions or public agencies; interact and relay information, questions and decisions regarding administrator's assignment.
- Format, type, proofread, duplicate and distribute correspondence, lists, forms, memoranda and other materials according to established procedures, policies and standards.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience: Any combination equivalent to: two years of college-level course work in business administration or related field and three years of increasingly responsible experience in purchasing goods and services for a large public sector.

Knowledge of:

- Must be proficient in Excel and Word.
- Perform accurate mathematical calculations rapidly on 10-key.
- Perform internet searches.
- Have experience with Purchasing software programs and standard office equipment.
- Requires excellent organization skills with the ability to prioritize and multi-task.

Ability to:

- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the District's hiring policy; or demonstrated equivalent transferable skills to do so.
- Experience with Purchasing software, Excel, Word and 10-key.

- Must be able to work independently and with sound judgment within procedural guidelines, to carry out both oral and written instructions, quickly identify problems and situations, and take appropriate action to resolve the underlying cause.
- Must be able to establish harmonious and effective work relationships with departments and outside vendors.
- Must have sensitivity to and an understanding of the diverse academic, socioeconomic, race, creed, color, national origin, disabilities, ethnic backgrounds, genders, ages, and sexual orientation of community college students and employees.

OTHER REQUIREMENTS: Some incumbents in this class may be required to successfully pass a background investigation.

WORKING CONDITIONS: Duties are primarily performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with administrative, academic and classified staff and the general public and noise from office equipment.

The working conditions described here are representative of those an individual encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: Incumbents regularly sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; and hear and understand voices over telephone and in person; lift, carry, and/or move objects weighing up to 10 pounds.

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Board Approved: May 15, 2008



CLASSIFIED APPLICATION and Instruction Packet

PLEASE READ

Application Process:

- To be considered an applicant for a position at West Valley-Mission Community College District, all materials requested in the job announcement must be received no later than the filing deadline. (Postmarks and faxed documents are NOT accepted.) ***SUBMISSION OF THESE MATERIALS IS THE APPLICANT'S RESPONSIBILITY. Incomplete and/or late applications will not receive committee consideration.***
- DO NOT SEND transcripts separately. Include copies with application packet. Certified copies are only required at time of hire.
- DO NOT SEND un-requested materials. Un-requested materials will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully, neatly, and completely. Do not leave blank spaces with "see resume" written across them.
- If supplemental materials listed on the job announcement as required documents are sent under separate cover, please include your full name and the position title you are applying for on the documents and forward them to the Human Resources Department; this is recommended to avoid misfiling or loss. The District is not responsible for documents submitted under separate cover that do not include the information noted above.
- The District is required to maintain a file, which will yield the composition of applicant flow. A form is provided for this purpose entitled "Statistical Information Questionnaire." Completing this form is voluntary. The form will be detached from the application, used for statistical data collection only, and be kept confidential.
- All submitted materials become District property, will not be returned, and will be considered for this vacancy only. Please photocopy your materials prior to submission.
- Applicants applying for different positions are required to submit a separate application and other required material for each position. Photocopies of application documents are acceptable.

Selection Process:

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive a postcard to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- The District may choose to readvertise or indefinitely delay filling a position. Some positions may include first and second level interviews.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants. Supervisor(s) name(s) and telephone numbers must be included in the application.
- Any tentative verbal offer of employment is **contingent upon formal approval of the college Governing Board.**

Equal Opportunity Compliance: It is the policy of West Valley-Mission Community College District to provide all persons with equal employment and educational opportunities without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status or disability. Inquiries regarding district policies may be addressed to the Director of Human Resources at 408/741-2060.

Conditions of Employment: In compliance with the Immigration Control and Reform Act of 1986, **all new employees are required to produce certain documents to verify their identity and right to work in the United States.** If you accept an offer of employment, you are required to have a current verification of a tuberculosis examination, be fingerprinted, swear to affirm allegiance to the United States and to the State of California, and abide by the District's Drug Free Workplace, Non-Smoking, and Sexual Harassment policies.

Future Employment: To obtain information about current vacancies, please access the web site at <http://www.wvmccd.cc.ca.us/wvmccd/hr/>.

Parking: Designated visitor parking is available in Lot 5 for 30 minutes. Applicants may park for a longer period of time in any of the designated fee parking lots, 3, 4, or 5 at a cost of \$2.00 (8 quarters).

14000 Fruitvale Avenue, Saratoga, CA 95070-5698 • (408) 741-2415

EXPERIENCE: DO NOT SUBSTITUTE A RESUME FOR THIS INFORMATION. List your present employer first. Account for all time during the past five years and for any employment pertinent to the qualifications of this position. Attach a separate sheet if needed. Complete all information requested.

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

EXPERIENCE (Continued)

Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					
Dates Of Employment From To Mo/Yr Mo/Yr		Status FT PT		Hours Per Week	Job Title
					Duties
Company Name, Address and Telephone Number					Reason for Leaving
Supervisor's Name and Title					

GENERAL QUESTIONS: [Complete in Entirety]

YES NO

1. Can you, after employment, submit verification of your legal right to work in the United States? Upon employment you will be required to present documentation of your eligibility to work in the United States and to attest to your work eligibility. To be eligible for work in the U.S., you must be able to prove, that you are a) lawfully admitted for permanent residence or b) authorized by the Immigration and Nationality Act or by the U.S. Attorney General to be employed.

The District will not sponsor any visa applications.

2. Are you willing to sign the loyalty oath supporting the Constitution of the U.S. and State of California?
If no please explain **on a separate piece of paper.**

3. Have you ever had a credential suspended or revoked?
If "yes," please explain **on a separate piece of paper.**

4. A. Have you ever been convicted of any criminal offense?
If "yes," complete Part A on the Personal Data Report Form: Please state for each conviction the specific charge for which you were convicted, the date and place of conviction, as well as the jail-prison sentence or fine you received. Please be aware that certain offenses need not be reported (See California Code of Regulations, Title 2, section 7287.4). Regardless of Title 2, California Code of Regulations, section 7287.4, you must report all sex and drug offenses specified in Education Code sections 87010 and 87011. A record of conviction will not necessarily constitute a bar from employment.

If "no," complete Part A on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

B. In addition, Labor Code section 432.7 allows an employer to ask: Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?
If "yes," complete Part B on the Personal Data Report Form, please specify the charge(s), the county in which the charge(s) is pending, and the date of trial, if set.

If "no," complete Part B on the Personal Data Report Form, indicating "N/A" (not applicable), sign and date.

5. Have you ever been dismissed from employment for misconduct or unsatisfactory service?
If yes, please explain **on a separate piece of paper.**

6. Do you have relatives currently employed by the District? If yes, please list their name and campus location.

Name _____

College _____

Relationship _____

Department _____

REFERENCE RELEASE (Check one only):

Reference checking is an important component of the WVMCCD hiring process and is completed on finalist candidates prior to formal recommendation of employment. **Immediate and former supervisors as well as others are contacted during the reference check process.** Please indicate your preference:

I give my approval to contact my immediate and former supervisors and others during the reference check process. I authorize the disclosure of all information contained in my personnel files.

I give my approval to contact my immediate and former employers, supervisors and others during the reference check process; however, I wish to be notified first before making the contacts. I authorize the disclosure of all information contained in my personnel files.

For WVMCCD use only	
Contact Date: _____	By: _____

CERTIFICATION OF APPLICANT (READ BEFORE SIGNING)

I authorize any representative of West Valley – Mission Community College District to thoroughly investigate my background, including, but not limited to, my references, educational record work experience, and/or disciplinary information. I release the college, its agents and all other persons and entities from any and all liability for damage that may result to me on account of their compliance with this authorization. If employed, I understand that any untrue statements on this application may be grounds for dismissal.

Signature: _____

Date: _____

WEST VALLEY-MISSION COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONAL DATA REPORT FORM

West Valley-Mission Community College District – Human Resources Department

READ CAREFULLY AND FOLLOW THE INSTRUCTIONS

NAME (Last, First Middle)	Social Security Number
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Our responsibility to students and the public, and restrictions outlined in the State Education Code § 87405-87406 and § 88022-88023, require that we request the following information.

- A. Have you ever been convicted of any offense by any civilian or military court? A plea of nolo contendere is considered a conviction. **The following need not be reported (1) minor traffic violations for which the fine was \$100 or less; (2) any offense which was finally settled in a juvenile court or under a welfare youth offender law; (3) any incident that has been sealed under Welfare and Institutions Code § 781 or Penal Code § 1203.45; (4) any conviction specified in Health and Safety Code § 11361.5 (some marijuana offenses).**

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Date, City & State of conviction/arrest(s).	Specific charge or code section violated.	Disposition (results): how much fine; how long in jail or prison; how much probation	Remarks: state briefly any other particulars not already covered or information you wish to provide.

Please be advised that being convicted of a criminal offense does not necessarily disqualify you for employment eligibility. However, conviction of a sexual offense or controlled substance offense will automatically disqualify you as an employee. All employment selections shall be based upon job-related qualifications. Please contact the Human Resources Department at (408) 741-2155 should you have any questions or concerns.

- B. Do you currently have any offenses pending against you in a criminal court of law for which you are out on bail or have been released on your own recognizance pending trial?

Yes
 No

If yes, please note in the spaces below the date and place of each conviction, the specific charge, the fine or sentence received and any other remarks you may feel are relevant.

If you have no information to list, indicate "N/A" (not applicable), sign and date the form.

Specific charge or code section violated.	County in which charge is pending.	Trial Date (if set)

I hereby give my consent to search for a criminal history by member of the police department, and I understand that a conviction for a sexual offense or controlled substance offense will automatically disqualify me as an employee.

I have listed the requested information _____
(Signature)
(Date)

STATISTICAL INFORMATION QUESTIONNAIRE

The information requested on this form is **voluntary** and will assist in evaluating the recruitment program and in accurately compiling required statistical reports for federal, state, and local agencies. This form will be detached from the employment application and will not be used to discriminate against, or give preference to, any individual.

Please check the categories that apply to you.

Male Female Vietnam-era Veteran Disability* (specify): _____

* A person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, has a record of such an impairment, or is regarded as having such an impairment is considered to have a disability.

How did you learn about this position?

Completing the following will enable us to determine which recruitment sources are more effective.

- | | | |
|--|---|--|
| <input type="checkbox"/> Chronicle of Higher Education | <input type="checkbox"/> Job/Career Fair | <input type="checkbox"/> CA CC Registry List |
| <input type="checkbox"/> Women in Higher Education | <input type="checkbox"/> College or University | <input type="checkbox"/> HERC |
| <input type="checkbox"/> Black Careers in Higher Education | <input type="checkbox"/> NCAA News | <input type="checkbox"/> HigherEdJobs.com |
| <input type="checkbox"/> Hispanic Outlook | <input type="checkbox"/> Clubs or Organizations | <input type="checkbox"/> BlackCollegianNow.com |
| <input type="checkbox"/> Asian Week | <input type="checkbox"/> IMDiversity.com | <input type="checkbox"/> CareerBuilder.com |
| <input type="checkbox"/> Artweek | <input type="checkbox"/> NurseWeek | <input type="checkbox"/> Craigslist.com |
| <input type="checkbox"/> San Jose Mercury News | <input type="checkbox"/> Sports Careers | |
| <input type="checkbox"/> Other Newspaper (specify): _____ | | |
| <input type="checkbox"/> Other (specify): _____ | | |

Ethnicity Instructions:

- Hispanic/Latino: All persons of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin, regardless of race. **(If you mark this box, please do not mark any of the categories below.)**

*** If you did not mark the category above, please mark all that apply below.***

- American Indian or Alaskan Native: All persons having origins in any of the original peoples of North and South America (including Central America), and who maintain a tribal affiliation or community attachment.
- Asian: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- | | | | |
|---------------------------------------|------------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese | <input type="checkbox"/> Filipino |
| <input type="checkbox"/> Japanese | <input type="checkbox"/> Korean | <input type="checkbox"/> Laotian | <input type="checkbox"/> Malaysian |
| <input type="checkbox"/> Pakistani | <input type="checkbox"/> Thailand | <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Other Asian |
- Black or African American (not of Hispanic origin): All persons having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander: All persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- | | | | |
|------------------------------------|-----------------------------------|---------------------------------|---|
| <input type="checkbox"/> Guamanian | <input type="checkbox"/> Hawaiian | <input type="checkbox"/> Samoan | <input type="checkbox"/> Other Pacific Islander |
|------------------------------------|-----------------------------------|---------------------------------|---|
- White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, the Middle East or North Africa.

Position applied for: _____