



Trinity Valley Community College

Job Description

IT Procurement Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Provide administrative assistance support to the Vice President of Information Technology and IT Services.

REPORTS TO:

Vice President of Information Technology/CIO

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION

REQUIRED:

High School Diploma or GED.

PREFERRED:

Associates degree or higher

EXPERIENCE

REQUIRED:

Three (3) years of work experience in the administrative assistant field.

PREFERRED:

Work experience in an educational environment. Related experience with technology-related purchasing.

OTHER LICENSES OR CERTIFICATIONS:

CTP or CTPM a plus but not required

KNOWLEDGE AND SKILLS REQUIRED:

- | | |
|--|----------------------------|
| • Typing/Data Entry | • Bookkeeping |
| • Software proficiency – Microsoft Office | • Basic Math |
| • Operating equipment – office or otherwise | • Attention to detail |
| • Written and oral communication | • Time management |
| • Interpersonal and/or customer service skills | • Organization |
| | • Administrative practices |

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Greet visitors, receive phone calls, answer questions and/or direct to appropriate department; filing, maintain correspondence.
- Make appointments, manage calendar and contacts for VP of IT.
- Coordinate IT staff meetings, travel, training and events; process department mail; maintain office condition, supplies, and staff contacts.
- Create, edit, and proof memos, mailings, spreadsheets and reports as requested.
- Assist VP with annual TVCC IT budget preparation and annual fixed asset verification.
- Provide support to IT Directors in their renewal of annual maintenance, and license agreements.
- Prepare accounting distribution for all departmental billing/invoices.

All TVCC positions are security sensitive and require a criminal background check.



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- Maintain cross reference of phone codes, and computers to accounts for billing purposes.
- Prepare PO's, submit documentation to vendors, and forward reconciled invoices to the business office.
- Process all RMA (Returns) Requests.
- Create, track, and maintain data on all PO's and orders, CPIME and grant expenditures.
- Work with the business office to release encumbered funds from PO's.
- Assist in required bid processes for IT equipment and related peripherals.
- Maintain a current file of vendors requesting to be placed on bid list.
- Work in close relations with the Purchasing, Contract and Insurance Coordinator.
- Other duties as assigned by appropriate supervisory personnel.
- Maintains confidentiality of information.
- Work assigned schedule and comply with timekeeping policy.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Reaching, Grasping, Feeling, talking , Hearing, Seeing, Sedentary, Computer Work
- Subject to: Standing , Lifting, Light Work
- May need: Kneeling, Finger dexterity, Repetitive Motions
- Occasionally need to: Crouching, Pulling, Medium Work

MENTAL DEMANDS:

- Environmental: 25-50% of the time
- Frequent interruptions:25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 1/31/2022

Classification:	Technology-Staff	Coordinating/Non-Coordinating:	C
FLSA Status:	Non-Exempt	TVCC Job Code:	1728
DBM:	B	Travel Required:	None
IPEDS/SOC CODE:	43-3061	Employment Status:	Full-Time
Salary Range:	175	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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