

St. Lawrence College

Position Description Form (PDF)

Effective Date: April 1, 2016

Revision Date: July 2020

Campus: Brockville
Incumbent's Name: Vacant
Position Title: Assistant Buyer
Payband: E
Position Number: 00000405
Hours per Week: 35
Supervisor's Name and Title: Mary Van Leeuwen, Associate Director, Procurement
Completed by: Associate Director, Procurement

Signatures:

Incumbent: _____
(Indicates the incumbent has read and understood the PDF)

Date: _____

Supervisor: _____

Date: _____

One-over-one: _____

Date: _____

Instructions for Completing the PDF

1. Read the form carefully before completing any of the sections.
2. Answer each section as completely as you can based on the typical activities or requirements of the position and not on exceptional or rare requirements.
3. If you have any questions, refer to the document entitled “A Guide on How to Write Support Staff Position Description Forms” or contact your Human Resources representative for clarification.
4. Ensure the PDF is legible.
5. Responses should be **straightforward and concise using simple factual statements**.

Position Summary

Provide a concise description of the overall purpose of the position.

Reporting to the Associate Director of Procurement Services, with the functional guidance of the College partners. The incumbent provides procurement support to Academic Divisions, Facilities Maintenance, IT and Corporate departments.

The incumbent liaises with College partners and ensures compliance with purchasing policies and procedures, Broader Public Sector Procurement Directives (BPS) and all Government regulations and legislations.

Responsibilities include entering requisitions, stage and source approved Purchase Orders, and track / close PO's after final payment into PeopleSoft (Finance). Follow up on acquisitions (delivery, customs receipt), verifying accuracy of invoicing, tracking expenditures within budget limits, reviewing departmental transaction logs. Prepare and collect quotations from suppliers as requested by partners. Prepare return documentation (RGA) for incorrect shipments, damaged goods or quality issues.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Describe duties rather than detailed work routines.

	Approximate % of the Time Annually*
In support of the College departments and / or programs assists with requisitioning goods and services and procurement requests from staff, faculty and/or technical support staff by: - Provide costing recommendations and an action plan to procure a specific product or service ; - Entering requisitions into PeopleSoft and providing relevant back-up documentation to Financial Services; - Works closely with suppliers and College staff to obtain and develop desired products while maintaining good relationships with suppliers - Negotiates with vendors re pricing, delivery and terms and conditions. - Obtaining order confirmations, calling vendors, purchase order revision maintenance with approval, receiving & tracking deliveries, investigating and resolving discrepancies in invoicing and material receipts with suppliers; - Maintaining accurate records of requisitions, back-up documentation and invoices; - Verifying the accuracy of supplier invoices in consultation with the requestor; - Coordinate the coding and processing of invoices; - Coordinate reports of purchasing activities and costs; - Ensuring deliveries and invoicing are within the fiscal year of acquisition; - Following up on outstanding Purchase orders and invoices; - Liaising with faculty and staff in the college and purchasing department to ensure acquisitions are in accordance with College policies and procedures and within budget limits. - Acquiring quotes from suppliers / negotiations. - Provides customs clearance approvals for goods being shipped from out of country.	40%
Sources on-line requisitions, and distributes purchase orders as required to suppliers on a timely basis and in accordance with the College's purchasing policy including: - Reviewing sourced purchase orders to ensure appropriate wording, adequate description of purchase, and correct taxes. - Maintaining purchase orders, including modifying, canceling, and closing in the financial system as required. - Trace shipments, follow up undelivered goods, and resolve problems and disputes. - Liaise with Customs and Excise, Brokers, and Shippers to ensure proper entry into Canada	25%
Assists Procurement Officers in the competitive procurement functions - Prepare and issue all Informal Request For Quotations (RFQ for College partners) - Under the guidance of the Procurement Officer prepare and develop RFx documents including posting, reviewing, awarding and prepare Contract documents for review by the Associate Director of Procurement.	15%
Ensures SLC compliance with specialized funding rules (i.e. Apprenticeship Enhancement Fund, CERF), and produces accurate and relevant information to support requirements to report by: - Maintaining records of final purchase amounts for equipment/supplies; - Ensuring purchases/requisitions are on the approved purchase list; - Tracking acquisitions/invoices to ensure that they fall within the funding fiscal year; - Assisting in preparation of reporting documentation.	5%
Assists in the administration of the Purchasing Card program by: - Provide training to new program members on the online reconciliation process - Coordinates the set-up and activation of all cardholders - Serves as a trouble-shooter and contact for problems related to card use	5%
Responds to internal/external inquiries re: purchasing by:	

Support Staff PDF

- Acting as a resource person on a daily, on-going basis. - Organizing and leading occasional information seminars and/or ad hoc sessions for College staff on all campuses to explain purchasing policies and procedures and the People Soft system as it relates to Purchasing. - Communicating College policies and procedures when required.	5%
Other related duties as may be required, such as but not limited to; - Providing reports as requested; - Making suggestions for process improvements - Providing advice on purchasing policies - Assisting in the preparation of annual open order requests; - Tracking all capital and non-capital purchases and commitments by program; - Providing requisition and approval training; - Providing support to PeopleSoft users (troubleshooting); - Creating documents, proof read and edit documents - System testing and process documentation.	5%
	100%

* To help you estimate approximate percentages:

½ hour a day is 7%

1 hour a day is 14%

1 hour a week is 3%

½ day a week is 10

½ day a month is 2%

1 day a month is 4%

1 week a year is 2%

1. Education

A. Check the box that best describes the **minimum** level of **formal** education that is required for the position and specify the field(s) of study. Do not include on-the job training in this information.

- | | | |
|--|--|--|
| ☐ Up to High School or equivalent | ☒ 1 year certificate or equivalent | ☐ 2 year diploma or equivalent |
| ☐ Trade certification or equivalent | ☐ 3 year diploma/degree or equivalent | ☐ 3 year diploma / degree plus professional certification or equivalent |
| ☐ 4 year degree or equivalent | ☐ 4 year degree plus professional certification or equivalent | ☐ Post graduate degree or (e.g. Masters) or equivalent |
| ☐ Doctoral degree or equivalent | | |

Field(s) of Study:

Office Administration – Other Business Studies and / or Purchasing

B. Check the box that best describes the requirement for the specific course(s), certification, qualification, formal training or accreditation in addition to and not part of the education level noted above and in the space provided specify the additional requirement(s). Include only the requirements that would typically be included in the job posting and would be acquired prior to the commencement of the position. Do not include courses that are needed to maintain a professional designation.

- ☐ No Additional requirements
- ☐ Additional requirements obtained by course(s) of a total of 100 hours or less
- ☐ Additional requirement obtained by course(s) of a total between 101 and 520 hours
- ☐ Additional courses obtained by course(s) of more than 520 hours

2. Experience

Experience refers to the minimum time required in prior position(s) to understand how to apply the techniques, methods and practices necessary to perform this job. This experience may be less than experience possessed by the incumbent, as it refers only to the minimum level required on the first day of work.

Check the box that best captures the typical number of years of experience, in addition to the necessary education level required to perform the responsibilities of the position and, in the space provided, describe the type of experience. Include any experience that is part of a certification process, but only if the work experience or the on-the-job training occurs after the conclusion of the educational course or program.

☐ Less than one(1) year

☐ Minimum of one (1) year

☒ Minimum of two (2) years

☐ Minimum of three (3) years

☐ Minimum of five (5) years

☐ Minimum of eight (8) years

Experience supporting the requisitioning of goods and services, as well as procurement requests, within an organization, preferably in a public sector, to meet customer needs.

3. Analysis and Problem Solving

This section relates to the application of analysis and judgment within the scope of the position.

The following charts help to define the level of complexity involved in the analysis or identification of situations, information or problems, the steps taken to develop options, solutions or other actions and the judgment required to do so.

Please provide up to three (3) examples of analysis and problem solving that are regular and recurring and, if present in the position, up to two (2) examples that occur occasionally:

#1 regular & recurring	
Key issue or problem encountered.	Errors detected in PeopleSoft Financials. For example, in a requisition or purchase order.
How is it identified?	Usually detected by Accounts Payable, when the invoice does not match the purchase order.
Is further investigation required to define the situation and/or problem? If so, describe.	Incumbent must verify the requisition, purchase order, and/or invoice to determine where the error occurred. User departments may be contacted to confirm intent/accuracy of purchase order
Explain the analysis used to determine a solution(s) for the situation and/or problem.	The incumbent considers what was done in the past – performs troubleshooting in the PeopleSoft system.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines)	- Past practice - Past records - Interviewing user departments

#2 regular & recurring	
Key issue or problem encountered.	End-users not following proper purchasing policies/procedures (e.g. three written quotes not obtained for purchases of \$ 10,000 or more)
How is it identified?	Requisition is entered and approved in PeopleSoft, however no formal quotes are provided to the Purchasing Department.
Is further investigation required to define the situation and/or problem? If so, describe.	Incumbent determines if requisitioner requested quotes (possibility of quotes not being sent to Purchasing Department). Incumbent discusses situation with end-user.
Explain the analysis used to determine a solution(s) for the situation and/or problem.	If purchase order is ready to be dispatched, incumbent will hold in “approved” status until a minimum number of quotes are received. Incumbent will assist end-user in obtaining quotes.
What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines)	- Established standards and guidelines - Internet

3. Analysis and Problem Solving

Key issue or problem encountered.

How is it identified?

Is further investigation required to define the situation and/or problem? If so, describe.

Explain the analysis used to determine a solution(s) for the situation and/or problem.

What sources are available to assist the incumbent finding solution(s)? (e.g. past practice, established standards or guidelines)

#1 occasional (if none, please strike out this section)

Budget status error in PeopleSoft

Purchase order will not “dispatch” until budget status is valid.

Work with Budget Officer to determine whether or not the error status is valid.

Review most likely causes in PeopleSoft system. Run reports from PS system.

- PeopleSoft reports
- Past practice
- Collaboration with co-workers

4. Planning/Coordinating

Planning is a proactive activity as the incumbent must develop in advance a method of acting or proceeding, while coordinating can be more reactive in nature.

In the following charts, provide up to three (3) examples of planning and/or coordinating that are regular and recurring to the position, up to two (2) examples that occur occasionally:

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

#1 regular and recurring

Source on-line requisitions and distribute purchase orders to suppliers on a timely basis. The incumbent is responsible to review sourced purchase orders to ensure appropriateness and accuracy.

- Ability to multi-task
- Knowledge of public sector "best-practices"
- College policies

- College policies and procedures
- Ministry guidelines

- Requisitions are sourced in a timely manner (once approved they are sourced within a 24 hour period)

The incumbent determines if changes are required (e.g. Incumbent applies correct taxes on the purchase order). May also be notified of changes to the order by the end-user.

#2 regular and recurring

Assists in the preparation and maintenance for open orders. Obtains necessary approvals (paper process) adjust Blanket orders as requested / required

- Communicate with College partners regarding annual requirements
- Provide historical data for the recommendation of blanket order budget limits
- Public relation skills (interpersonal, communication, and written skills)
- Analytical skills

- PeopleSoft Financials (reports)
- Assistance from partners
- Vendor assistance (re: pricing increase /decrease for fiscal year)

- Fiscal Year End
- Deadline set by Financial Services for PO closures, new PO created and entered for the new Fiscal Year

- Changes are required when the suppliers change, when funds are insufficient or too high, when budget adjustments are required. Accounts

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether

these changes have an impact on others? Please provide concrete examples.

payable will advise when funds have been depleted or are nearing depletion.

4. Planning/Coordinating

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

#3 occasional (if non, please strike out this sections)

- Providing customers with required quotes
- Incumbent must be able to review current contracts and coordinate with user-departments and/or vendors – Identification of potential suppliers
- Incumbent must demonstrate strong communication / listening skills to ensure understanding of requestors needs
- Identification of potential suppliers
- Current contracts
- Assistance of Procurement Team, vendors and Partners
- Supplier capacity
- Partner needs
- Incumbent can determine if changes are required to ensure the request is within the current / applicable contracts.
- Incumbent reviews quotes to ensure compliance with College policy (i.e. Health and Safety WHMIS, WSIB etc.)
- Incumbent may also work with end-users to determine if changes are necessary and what changes would be appropriate.

#4 occasional (if non, please strike out this sections)

List the project and the role of the incumbent in this activity.

What are the organizational and/or project management skills needed to bring together and integrate this activity?

List the types of resources required to complete this task, project or activity.

How is/are deadline(s) determined?

- Incumbent, in consultation with other users, tests new versions of the PeopleSoft Financials System and reports any problems to PS Finance Manager.
- Incumbent reviews all aspects of PeopleSoft Financials System pertinent to Purchasing. Incumbent must conduct testing in a structured and well-thought-out manner, recording problems or issues as they appear, so that nothing is left out
- Incumbent consults PeopleSoft resource material and PS Finance Manager and other users during evaluation process
- Deadlines for PeopleSoft system upgrades are set by Finance Management team.

Who determines if changes to the project or activity are required? Who determines whether these changes have an impact on others? Please provide concrete examples.

- The incumbent in consultation with the Project Leader will determine scope of problem and the effect it will have on deadlines. The Project Leader will take concerns to the Implementation Committee for review and resolution.

5. Guiding/ Advising Others

This section describes the **assigned responsibility** of the position to guide or advise others (e.g. other employees, students). Focus the actions taken (rather than the communication skills) that directly assist others in the performance of their work skill development.

Though support staff cannot formally “supervise” others, there may be a requirement to guide others using the incumbent’s job expertise. This is beyond being helpful and providing ad hoc advice. It must be an assigned responsibility and must assist or enable others to be able to complete their own tasks. Check the box(es) that best describe the level of responsibility assigned to the position and provide an example(s) to support the selection, including the positions that the incumbent guides or advises.

Regular & Recurring	Occasional	Level	Example
☒	☐	Minimal requirement to guide/ advise other. The incumbent may be required to explain procedures to other employees or students	
☐	☒	There is a need for the incumbent to demonstrate correct processes/ procedures to others so that they can complete certain tasks	P-Card training – the incumbent demonstrates correct processes/procedures for P-Card reconciliations
☐	☐	The incumbent recommends a course of action or makes decisions so that others can perform their day-to-day activities.	
☐	☐	The incumbent is an active participant and has ongoing involvement in the progress of others with whom he/she has the responsibility to demonstrate correct processes/procedures or provide direction.	
☐	☐	The incumbent is responsible for allocating tasks to others and recommending a course of action or making necessary decisions to ensure the tasks are completed.	

6. Independence of Action

Please illustrate the type of independence or autonomy exercised in this position. Consideration is to be given to the degree of freedom and constraints that define the parameters in which the incumbent works.

What are the instructions that are typically required or provided at the beginning of a work assignment?	
Regular and Recurring	Occasional (If none, please strike out this section)
Day to day activities are performed independently following established guidelines and past practices.	Verbal or written instructions sometimes provided for special projects.

What rules, procedures, past practices or guidelines are available to guide the incumbent?	
Regular and Recurring	Occasional (If none, please strike out this section)
Past Practices, College policies and procedures, Ministry issued guidelines.	- Contact with peers from other Colleges and contacts with Public Sector buyer groups.

How is work reviewed or verified (e.g. Feedback from others, work processes, supervisor)?	
Regular and Recurring	Occasional (If none, please strike out this section)
- Incumbent and co-worker reviews accuracy of Purchase requests (Accounting information, Contracted vendors, amounts verifies shipping details) - PeopleSoft purchasing system will indicate an unmatched P.O./invoice/receipt	

6. Independence of Action

Describe the type of decisions the incumbent will make in consultation with someone else other than the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
- Supplier selections - Requisition approvals	

Describe the type of decisions that would be decided in consultation with the supervisor.	
Regular and Recurring	Occasional (If none, please strike out this section)
- Difficulties in meeting deadlines or setting priorities	- Changes to established procedures - Issues requiring a decision beyond the scope of the position

Describe the type of decisions that would be decided by the incumbent.	
Regular and Recurring	Occasional (If none, please strike out this section)
- Prioritizing requests/workload - Purchase approvals within College guidelines	

7. Service Delivery

This section looks at the service relationship that is an assigned requirement of the position. It considers the required manner in which a position delivers service to customers. It is not intended to examine the incumbent's interpersonal relationship with those customers and the normal anticipation of what customers want and then supplying it efficiently. It considers how the request for service is received and the degree to which the position is required to design and fulfill the service requirement. A "customer" is defined in the broadest sense as a person or groups of people and can be internal or external to the College.

In the table below, list the key service(s) and its associated customers. Describe how the request for service is received by the incumbent, how the service is carried out and the frequency.

Information on the service		Customer	Frequency (D,W,M,I)*
How is it received?	How is it carried out?		
Partner request via Email - In Person - Telephone	Enter requisitions ensuring correct information – send for approvals once approvals are verified issue Purchase Order	College staff	D
Request to obtain Quotes	- Incumbent obtains all necessary information and tailors the necessary documents.	College Staff	D
Direct requests for information/ clarification/interpretation from existing vendors - re: contracts	- Incumbent researches request and advises customer on applicable information.	External Contractor/Supplier	M
Direct requests for information/ clarification/interpretation of College purchasing policies and procedures	- Incumbent shares appropriate information on College policies/procedures. Interpretation and explanation are provided when necessary	External Contractor/Supplier	M

* D = Daily W = Weekly M = monthly I = Infrequently

8. Communication

In the table below indicate the type of communication skills required to deal effectively with others. Be sure to list both verbal (e.g. exchanging information, formal presentations) and written (e.g. initiate memos, reports, proposals) in the section (s) that best describes the method of communication.

Communication Skill/Method	Example	Audience	Frequency (D,W,M,I)*
Exchanging routine information, extending common courtesy	Discussions regarding status of purchase orders, requisitions, quotes, tenders	Co-workers	D
Explanation and interpretation of information or ideas.	Answer questions, have discussions regarding tenders, RFPs etc. Explains/interprets Purchasing Policy, ensuring end-users submit a minimum of 3 written quotes for purchases in excess of \$ 1,000	User- departments	W
Imparting technical information and advice			
Instructing or training			
Obtaining cooperation or consent	Secures best terms/ pricing, etc. with outside vendors	Vendors/Contractors	W
Negotiating			

* D = Daily W = Weekly M = monthly I = Infrequently

9. Physical Effort

In the tables below, describe the type of physical activity that is required on a regular basis. Please indicate the activity as well as the frequency, the average duration of each activity and whether there is the ability to reduce any strain by changing positions or performing another activity. Activities to be considered are sitting, standing, walking, climbing, crouching, and lifting and/or carrying light, medium or heavy objects, pushing, pulling, working in an awkward position or maintaining one position for a long period.

Physical Activity	Frequency (D,W,M,I)*	Duration			Ability to reduce strain		
		< 1 hr at a time	1-2 hrs at a time	> 2 hrs at a time	Yes	No	N/A
Prolonged sitting while using a PC	D			X	X		
Prolonged telephone use	D	X			X		

* D = Daily W = Weekly M = monthly I = Infrequently

If lifting is required, please indicate the weights below and provide examples.

☐ Light (up to 5 kg or 11 lbs.)

☐ Medium (between 5 to 20 kg and 11 to 44 lbs.)

☐ Heavy (over 20 kg. or 44 lbs.)

10. Audio Visual Effort

Describe the degree of attention or focus required to perform tasks taking into consideration:

- the audio/visual effort and the focus or concentration needed to perform the task and the duration of the task, including breaks (e.g. up to two hrs. at one time including scheduled breaks)
- impact on attention or focus due to changes to deadlines or priorities
- the need for the incumbent to switch attention between tasks (e.g. multi-tasking where each task requires focus or concentration)
- whether the level of concentration can be maintained throughout the task or is broken due to the number of disruptions

Provide up to three (3) examples of activities that require a higher than usual need for focus and concentration.

Activity #1	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Compiling Tender Documents/Contracts	W-M		X	
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☒ Usually				
☐ No				

Activity #2	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Reviewing and sourcing the more complex purchase orders/requisitions	W	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☒ Usually				
☐ No				

Activity #3	Frequency (D,W,M,I)*	Average Duration		
		Short < 30 min	Long up to 2 hrs.	Extended > 2 hrs
Focusing on discussions/interviews with sales persons/suppliers/contractors	W	X		
Can concentration or focus be maintained throughout the duration of the activity? If not, why?				
☒ Usually				
☐ No				

* D = Daily W = Weekly M = monthly I = Infrequently

11. Working Environment

Please check the appropriate box(es) that best describes the work environment and the corresponding frequency and provide an example of the condition.

Working Conditions	Examples	Frequency (D,W,M,I)*
☒ acceptable working conditions (minimal exposure to the conditions listed below)	- Mainly work from the office - Normal office setting	D
☐ accessing crawl spaces/confined spaces		
☐ dealing with abusive people		
☐ dealing with abusive people who pose a threat of physical harm		
☐ difficult weather conditions		
☐ exposure to very high or low temperatures (e.g. freezers)		
☐ handling hazardous substances		
☐ smelly, dirty or noisy environment		
☒ travel	Occasional trips to other campuses and to Public Sector Buyer group meetings (80-90km one-way)	I
☐ working in isolated or crowded situations		
☐ other (explain)		

* D = Daily W = Weekly M = monthly I = Infrequently