

Position Description

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Report Run Date	Aug 23 2018 3:22PM
Position Number:	02001884
Dept:	OR: TRACS - 062017
Position:	DIRECTOR SUPPORT/PURCHASING ASSISTANT
Approved Payroll Title Code:	4722
Approved Payroll Title:	_____ ASSISTANT III
Approved MSP Salary Grade:	
Approved PSS Salary Grade:	0
POSITION DETAILS	
Job Summary:	<p>Under general supervision of the Office of Research Animal Care Business Office Manager, responsible for complex purchasing of 98% of campus laboratory animals for roughly 500 campus investigators under strict deadlines and regulations. Perform various administrative support functions, either as a primary or backup, in support of three animal care programs: Campus Veterinary Services (CVS), Teaching and Research Animal Care Services (TRACS), and the Institutional Animal Care and Use Committee (IACUC).</p> <p>Responsible for calendaring support, animal purchasing, receiving, accounts payable, account reconciliations and corrections, personnel support functions, report creation, and coordinating with other campus organizations, as well as provide customer service to Husbandry customers and visitors.</p> <p>Coordinate the time log process for TRACS rate development, Coordinate facility maintenance requests, control keys for TRACS Husbandry facilities, and perform other miscellaneous clerical duties.</p>
Campus Job Scope:	
Department Specific Job Scope:	<p>The Animal Care Business Office (ACBO) supports three animal care programs: CVS, TRACS, and IACUC. CVS provides veterinary care to the rodents and a majority of the small animals and some livestock on the UC Davis and Sacramento campuses that are used for biomedical research and teaching. TRACS ensures the humane care and use of 98 percent of the animals used in teaching and research. IACUC reviews UC Davis' program for the humane care and use of animals used in research and teaching, including reviewing, modifying, and withholding approval of animal care and use protocols.</p>
Positions Supervised:	N/A
	<p>25% CUSTOMER ORDER PROCESSING/PURCHASING/BILLING Perform purchasing activities & handle a diverse range of animals & supplies to support researchers. Process laboratory animal orders received from researchers via Animal Tracking System utilizing internal File maker/Access system and Quali Financial System. Generate orders &</p>

<p>Essential Responsibilities:</p>	<p>requisitions for animals and supplies. Clarify requests, verify availability of strains, & place orders with outside vendors, Purchasing, Storehouse, & others utilizing primarily Procurement Card and campus financial systems (Kuali, AggieBuy, and Pre-Purchasing) as needed. Maintain purchasing log to record all Procurement Card transactions. Generate and distribute work orders for animal services.</p> <p>25% ADMINISTRATIVE SUPPORT Provide support for TRACS Director and IACUC Administrator. Coordinate travel arrangements. Collect and prepare reimbursement for travel and entertainment using AggieTravel. Process travel, entertainment and other transactions in the Kuali accounting system or AggieTravel in accordance with UCD and department policies & procedures. Coordinate meetings and events. Attend meetings and produce meeting minutes. Develop spreadsheets to serve operational data tracking needs. Track and monitor animal census across TRACS' vivaria. Coordinate time log process for CVS and TRACS rate development. Recommend and revise format, monitor and inform supervisors of timing, collect and monitor submissions, interpret and compile data, and produce pivot tables. Provide backup support to the Executive Director, Research and Teaching Animal Care Program.</p> <p>20% ACCOUNTS PAYABLE/BILLING/ACCOUNTING Review purchasing card documents and record necessary purchasing data. Independently prepare and process payments to vendors. Monitor purchase order activity for compliance. Monitor encumbrances & order statuses to take action to close account balances out and/or update. Take action to resolve issues with suppliers. Process billing changes requested by PI's & relay changes to appropriate personnel. Process completed work orders. Resolve billing/ledger issues. Reconcile ledgers. Serve as backup for Billing Assistant.</p> <p>20% Human Resources Administration Provide various personnel support functions such as posting vacancies, interview support, and post-interview support. Liaison with employees, central HR, and the Shared Services Organization in regards to maintaining medical leave information, Family Medical Leave documentation, and other HR-specific documentation.</p> <p>10% OTHER Work with Billing Assistant and computing support staff to revise/update database designs. Perform other related clerical duties as assigned or requested, including but not limited to, periodic event planning (room reservations, food), census collection, scheduling and confirming requests for procedure and conference rooms, filing and pulling protocol sheets. Serve as unit Area Telephone Representative (ATR), handling phone/NAM orders.</p>
<p>Physical Demands:</p>	<p>Lift/move large boxes of records or forms weighing up to 50 lbs. Extended use of computer up to 8 hours a day.</p>
<p>Work Environment:</p>	<p>Work with constant telephone and walk-in interruptions. Valid CA driver's license to pick up/deliver supplies to different work sites Work occasional overtime. UC Davis is a smoke and tobacco free campus effective January 1, 2014. Smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes) will be strictly prohibited on any UC Davis owned or leased property, indoors and outdoors, including</p>

	parking lots and residential space.
Background Check:	Yes
QUALIFICATIONS	
Minimum Qualifications:	<p>Experience providing administrative support including, but not limited to calendaring support, animal purchasing, receiving, accounts payable, account reconciliations and corrections, personnel support functions, and report creation.</p> <p>Knowledge of accounting principles and techniques for accurate preparation of all fiscal responsibilities.</p> <p>Experience using automated accounting systems to process a variety of purchasing, accounts payable and accounting transactions.</p> <p>Experience performing data entry functions with a high degree of accuracy for variable data types.</p> <p>Skills to record, analyze and verify financial expenditures and research and secure information to resolve purchasing problems.</p> <p>Organizational and time management skills to independently organize work effectively to achieve timely progress on multiple simultaneous projects, distribute effort appropriately among projects, meet strict deadlines and maintain a high level of productivity and effectiveness under a heavy, varied workload.</p> <p>Interpersonal and communication skills to interact with a diverse range of individuals and vendors to solicit or provide information to clarify inquiries and requests.</p> <p>Writing, editing and proofreading skills with attention to detail.</p> <p>Analytical, problem solving and decision making skills to identify and define problems, and recommend and implement solutions.</p> <p>Mathematical skills to perform purchasing and accounting processes.</p> <p>Computer skills using MS Word, MS Excel, MS Outlook.</p>
Preferred Qualifications for Selection:	<p>Experience using campus systems: Quali, AggieBuy, AggieTravel, Decision Support.</p> <p>Knowledge and skill to interpret campus accounting, cashiering and cash handling, purchasing policies and procedures.</p> <p>Experience using analytical, critical thinking and problem solving skills to research and analyze complex and differing information, identify a problem or area needing improvement, interpret data, present information in an understandable format, and make independent decision and take appropriate actions.</p> <p>Skills to develop effective tracking systems that ensure the need, integrity, confidentiality, security, record keeping and retention of files.</p> <p>Experience in customer service and customer satisfaction, including telephone skills to courteously and professionally handle calls using multi-line phone, with an emphasis on meeting client needs with attention to details.</p> <p>Knowledge to interpret, apply, and work within University and departmental policy and procedure to support, read, interpret, convey and implement department and university practices and procedures.</p>

SIGNATURES

Employee

I have read this position description and understand its contents.

Date

Supervisor

This position description accurately describes the essential responsibilities assigned to this position..

Date

Department Head

This position description accurately describes the essential responsibilities assigned to this position..

Date