

PURCHASING ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical, specialized clerical duties involved in the purchasing of materials, supplies, equipment, and services as necessary for the City; ensures compliance with established policies, procedures, and guidelines; and maintains a variety of files and records.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Prepare purchase orders and change notice requests from departments as necessary.
2. Enter purchase orders in data entry system; mail copies to vendors and distribute supporting documents to involved departments.
3. Enter new vendor information into computerized procurement system; create and maintain vendors files.
4. Prepare formal and informal bid documents for mailing; type specifications, prepare labels, make appropriate copies and send documents to recipients.
5. Prepare transmittals and advertisements to local newspapers for jobs requiring legal advertising.
6. Prepare bid tabulation spreadsheets after bids are opened; provide copies for posting on City web site.
7. Maintain and update City-wide blanket purchase order list; maintain a variety of files and logs including master file and log of purchase orders issued; file requisitions and purchase orders.
8. Receive, handle or routes, calls from vendors, salespersons, City departments, staff, and the general public.
9. As assigned, procure supplies and equipment from selected vendors.
10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Basic methods, practices, and techniques used in purchasing.
- Principles and procedures of record keeping and filing.
- City organization, operations, policies and objectives and applicable laws.
- Basic mathematical principles.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of clerical purchasing duties relative to assigned area of responsibility.
- Perform clerical work in support of purchasing operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Compile data, maintain records and files, and participate in the preparation of administrative or technical reports.
- Make arithmetic calculations quickly and accurately.
- Plan and organize work to meet changing priorities and deadlines.
- Type or enter data at a speed necessary for successful job performance.
- Implement and maintain standard filing systems.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of clerical or administrative support experience.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.