



Approved  
6/5/02

circulated  
5/20/03

## PURCHASING CLERK

### AGENCY/DEPARTMENT:

Administrative Services/General Services

Approved By HR Director: *Gordon Johnson*

Date Approved: 06/05/2002

Date of Last Revision:

Reports to:

Supervises:

Conflict of Interest Code Filer: No

**JOB SUMMARY:** Under general supervision, processes city purchase orders, requisitions, bid requests; assigns and tags asset tags to capital items; maintains files; answers phones; perform related responsibilities as requested.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Process requisitions and purchase orders.
2. Maintain and update vendor and bidder lists and vendor insurance certificates.
3. Assist with bid requests by posting informal bids on bulletin board.
4. Answer calls and respond to routine questions regarding basic purchasing procedures.
5. Assign asset number and physically tag purchased capital items.
6. Train temporary office personnel and explain work procedures.
7. Distribute signed purchase orders and verify and maintain purchase order files.
8. Prepare office supply order listing for all city departments each week.
9. Maintain inventory and administer contract for city owned pagers.
10. Meet with vendor representatives and staff and answer questions from regarding basic department procedures.

### QUALIFICATION GUIDELINES:

**EDUCATION:** Equivalent to a high school diploma

**EXPERIENCE:** Two or more years of purchasing support experience.

**DESIRABLES:** Some experience involving public purchasing practices.

#### KNOWLEDGE OF:

- Government purchasing procedures and regulations.
- Materials, equipment, supplies and services used by a municipality.
- Inventory asset and record keeping systems.

#### ABILITY TO:

- Operate a computer including word processing, database, and spreadsheet software.
- Schedule, organize and complete work in accordance with deadlines.
- Maintain purchasing records and related databases.
- Communicate effectively with staff, management, and vendors.

#### LICENSES:

#### CERTIFICATIONS:

**SPECIAL REQUIREMENTS:**

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:** No

**Job Family:** General Services - Procurement

**Career Progression:**