



Approved
6/5/02

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PURCHASING ASSISTANT

AGENCY/DEPARTMENT:

Administrative Services/General Services

Approved By HR Director: *Gordon Johnson*

Date Approved: 06/05/2002

Date of Last Revision:

Reports to: General Services Director

Supervises:

Conflict of Interest Code Filer: No

JOB SUMMARY: Under general supervision, processes complex city requisitions, purchase orders, annual/blanket purchase orders, formal bid requests; coordinates with Fiscal Services Department the assignment and tagging of capital items; maintains and updates files; communicates verbally and in writing with City departments, vendors, and suppliers; perform other related work as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Purchases items requiring some development or modification to the customer's description or to standard legal conditions and some on-going contract administration.
2. Processes complex requisitions and purchase orders including annual contracts for services and blanket purchase orders.
3. Makes recommendations for, and assists with implementation of procedural changes.
4. Completes on-going special projects of moderate complexity.
5. Working with various city departments, prepares, tabulates, and makes recommendations on formal bid requests and ensures legal postings are prepared for both informal and formal bids.
6. Responds to complex questions regarding purchasing procedures and instructs departments in the application of procedures.
7. Coordinates with the Fiscal Services Department in the resolution of purchasing issues impacting accounts payable.
8. Meets with vendor representatives and staff to answer questions regarding department procedures.
9. Serves as lead to subordinate personnel and trains temporary office personnel on work procedures.

QUALIFICATION GUIDELINES:

EDUCATION: High School diploma or recognized equivalent and purchasing related course work.

EXPERIENCE: Three years of purchasing support experience.

DESIRABLES: Some experience involving public purchasing and accounts payable procedures

KNOWLEDGE OF:

- Government purchasing procedures and regulations.
- Materials, equipment, supplies, and services used by municipalities.
- Inventory asset and recordkeeping systems.
- Accounts payable processing and basic accounting procedures.

ABILITY TO:

- Operate a computer and standard office equipment.

- Organize and complete work in accordance with deadlines.
 - Maintain purchasing records and related databases.
 - Communicate effectively both orally and in writing with co-workers, supervisors, management, public, and other department representatives.
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LICENSES:

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

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: