

PURCHASING ASSISTANT I

DEFINITION

Under immediate supervision and direction within a framework of established policies and procedures, this position will perform routine tasks. As experience and proficiency are gained, assignments become more varied and complex. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures.

DISTINGUISHING CHARACTERISTICS

This is the entry level in the Purchasing Assistant series. This class is distinguished from the Purchasing Assistant II by the performance of the routine tasks and duties assigned to positions within the series. As experience is acquired, the employee performs with less immediate supervision. Assignments are generally limited in scope and are performed within a procedural framework.

REPORTS TO

Higher level management or supervisory staff.

CLASSIFICATIONS SUPERVISED

This classification does not exercise supervision over staff.

EXAMPLES OF DUTIES

The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Interprets County and departmental policies, County codes, state statutes, and regulations governing purchasing activities and the awarding of contracts.
- Receives and reviews requisitions for accuracy; confers with departmental representatives to determine specific needs, taking into account budget allocations, market conditions and availability, audits bills and prepares purchase orders for payment.
- Maintains records, source information and purchasing reference files; prepares correspondence and other written materials.
- Work closely with relevant departments to ensure products purchased are in line with the needs of the company
- Issue purchase orders to suppliers, distributors and manufacturers.
- Contact vendors to confirm purchase order details.
- Ensure that orders received are accurate.
- Ensure goods received are not damaged.
- Keep accurate records of purchases made.

- Log all order receipts and confirmations.
- Cross-reference product deliveries with purchase orders.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a centralized procurement functions
- Methods, practices, procedures, and terminology of purchasing related recordkeeping.
- Modern office methods, practices, and procedures, including use of office automation to assist in the purchasing function; general computer applications used in business, such as spreadsheet, database & word processing software.
- Data collection techniques for establishing sources of supply, product, and vendor information; market research techniques; general law of contracts; statistical analysis; accounting and budgetary controls.
- Some knowledge of office operations, accounting and budgetary controls.
- Proper English usage, spelling, grammar and punctuation.
- Sources of goods and materials commonly used by County departments.
- County procurement guidelines and authority levels.
- Basic mathematic concepts.
- Principles and practices of customer service.
- Quantity and Quality control.
- Shipping and receiving.
- Laws, regulations and procedures applicable to public agency purchasing.
- Principles and practices of centralized purchasing including purchasing ethics and standards, contract development, negotiations and competitive bidding.
- Industry market trends and conditions.

Ability to:

- Source and procure goods and services within established guidelines.
- Perform a variety of specialized recordkeeping assignments in the maintenance of County General Services, purchasing, and inventory records.
- Interpret and apply the policies and procedures of the Department.
- Make mathematical calculations quickly and accurately.
- Gather, organize, analyze, evaluate and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Operate a computer and assigned software.
- Maintain and deal tactfully and courteously with the public and other staff when explaining purchasing procedures and accounting functions.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Receive and review routine requisitions and bids for materials, services, supplies and equipment.

- Verify requisition prices and confer with requesters regarding the acceptability of substitute items.
- Checks the accuracy, completeness and authorization for purchase orders.
- Inputs purchase order and requisition information in an automated financial management system.
- Maintains purchase order and requisition files.

Answers inquiries and gives out approved information.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and fax machine. Able to lift, carry and move a minimum of 25lbs.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; occasionally works outside; continuous contact with staff and the public.

TRAINING AND EXPERIENCE: *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

Education: A high school diploma or GED equivalent.

Experience: Three (3) years of experience in purchasing for a public/private organization performing duties equivalent to the purchasing environment; or,

Equivalent combination of training, education, and experience which would provide the required knowledge and abilities.

SPECIAL REQUIREMENTS Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.