

PURCHASING ASSISTANT II

DEFINITION

Under general direction within a framework of established policies and procedures, incumbents perform moderately difficult professional purchasing tasks. As experience and proficiency are gained, assignments become more varied and complex and the level of independent action increases within established guidelines. Assignments are given in specific terms and may be subject to review while in progress and upon completion, except where tasks are well defined by established standards, policies and procedures. There is some latitude for independent judgment.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the Purchasing Assistant series. This class is distinguished from the experienced, advanced journey level Purchasing Assistant III by the limited complexity of work assignments and the level of oversight received.

This position typically demonstrates intermediate knowledge of the concepts, practices and procedures of a particular field of specialization; performs intermediate tasks in defined skill areas/applications by continuously building on current job knowledge; maintain effective relationships with peers, vendors, and others in a diverse environment; support team decisions and follow through with team responsibilities; interpret information, ideas and instructions and communicate clearly and accurately both verbally and in writing including materials intended for distribution; determine causes of unusual occurrences and apply standard principles and practices to determine and implement solutions; ensure safe practices and environmental consciousness are exhibited in decisions; typically work under general supervision, while performing assignments that are varied and that may be somewhat difficult in character, but usually involve limited responsibility.

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.

- Research sources of supply by reading current periodicals and product literature, interviewing market representatives and evaluating sample products.

- Investigates sensitive or unusual issues or complaints regarding vendors/products; provides guidance and assistance to vendors and County departments; reviews, analyzes, and interprets legislative data pertinent to procurement.
- Monitors contracts and orders and expedites delivery; reconciles discrepancies between invoices and purchase orders; arbitrates disputes between end users and vendors.
- Professionally and tactfully explain policies and procedures to individuals seeking to procure materials, services and/or supplies; helps insure compliance with purchasing policies and procedures; insures that risks related to services and supplies are identified and controlled by methods such as obtaining Safety Data Sheets.
- Maintain current awareness of industry market trends.
- File claims with manufacturers or sellers when defective/damaged goods are received.
- Conduct competitor analysis to identify popular products.
- Learn to analyze requisitions and prepare product specifications, bids and agreements.
- Learn to evaluate bids and make objective awards.
- Establish and maintain effective working relationships with others.
- Prepare reports and maintain accurate records.
- Organize and prioritize work to meet deadlines.
- Communicate effectively orally and in writing.
- Prepares and reviews departmental workload statistics; advises the Support Services Director regarding the proper allocation of commodity assignments to buyers, maintains and updates information on a variety of purchasing accounts; maintains purchasing records and files.
- Visits departments to become acquainted with their specific needs; notifies departments of new products and arranges for samples and demonstrations.

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.

TYPICAL WORKING CONDITIONS

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

MINIMUM QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a centralized procurement functions
- Methods, practices, procedures, and terminology of purchasing related to recordkeeping.
- Laws, rules and regulations applicable to procurement.
- 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, data base and 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.

- County procurement guidelines and authority levels.
- Principles and practices of customer service.
- Quantity and Quality control.
- Shipping and receiving.

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.
- Operate a fork lift.
- 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.

Desirable 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: One (1) year of full-time experience as a Purchasing Assistant I with Amador County; and

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. Forklift certification required within (1) one year of report of appointment.