

PURCHASING ASSISTANT III

DEFINITION

Under general direction within a framework of established policies and procedures, incumbents are fully competent to perform the full range of diversified duties and assigned tasks. Assignments are given in general terms and are subject to review upon completion. There is significant latitude for independent judgment and action in well-defined areas of work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level classification in the Purchasing Assistant series. This class is distinguished from the Purchasing Assistant I and Purchasing Assistant II in that incumbents at this level are responsible for independently performing the full range of assigned duties and perform the most complex procurement activities, program analysis, and effective operations of centralized procurement.

This position typically demonstrates proficient and comprehensive knowledge of defined skill areas/applications to integrate fundamental elements from other specialties into work assignments; apply knowledge of principles, practices, and procedures of a particular field of specialization to complete difficult assignments; promote a culture that is conducive to effective relationships among diverse team members; ensure safe practices and environmental consciousness are exhibited in decisions; may lead a project team involved in completion of difficult assignments, requiring proficient knowledge of field of specialization; interpret and communicate information, ideas and instructions clearly, accurately and persuasively both verbally and in writing including materials intended for distribution; incorporate new facts and ideas into group processes and apply creative thinking to develop new solutions; typically work with minimal supervision on difficult assignments, conferring with manager on unusual matters.

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.
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- Research sources of supply by reading current periodicals and product literature, interviewing marketing 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.
 - Prepares complex requests for bids, proposals and contacts vendors for bid quotations; analyzes bids received; issues purchase orders; prepares and monitors contracts, outlining performance standards, tolerances, warranties, and maintenance requirements.

- 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.
- Displays the ability to multitask and handle multiple issues at the same time without stress.
- Performs audits of departmental procurement records and provides reports to management as needed.
- Demonstrates the ability to quickly adapt to changing conditions and solve problems immediately.
- Reviews procedure manuals and training materials to ensure that changes in law, policy, and procedure are properly reflected on the Purchasing Department's Web page and in all published materials. Assists the Purchasing Agent in the development of the Local Vendor Outreach program. Assists in the production of training materials and presentations.
- Interviews sales representatives and maintains contact with vendors; updates list of vendors for bidding purposes; attends product demonstrations, obtains samples and literature regarding potential products and vendor capabilities and confers with end users.
- Coordinates record retention and property disposition requirements and executes those dispositions.
- Coordinates collection and maintenance of purchasing card statements and receipts.
- Coordinates office workflow, prioritizing and completing tasks in a timely manner for the purpose of following County policy and practices.
- Maintains databases for the purpose of providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of centralized procurement functions.
- Methods, practices, procedures, and terminology of purchasing related recordkeeping.
- Laws, rules, regulations and procedures applicable to public agency purchasing and 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, database 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.
- 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.

- 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.
- Routinely gather, organize, analyze, collate, evaluate data and present clear, concise and accurate records and reports.
- Operate a computer and assigned software.
- Maintain and deal tactfully and courteously with a significant diversity of individuals, 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 multi-step oral and written directions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Analyze requisitions and prepare product specifications, bids and agreements.
- Evaluate bids and make awards.
- Read and interpret technical specifications and drawings.
- Responds to inquiries and clarifies information from departments regarding purchasing process and problem requisitions.
- Meet deadlines and schedules andet priorities.
- Work as part of a team,
- Maintainflexiblity to changing conditions.
- Make quick and accurate decisions.
- Work with multiple projects; deal with frequent interruptions and changing priorities,
- Maintain confidentiality.
- Facilitate communication between persons with frequently divergent positions.

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: One (1) year of full-time experience as a Purchasing Assistant II 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.

Job related advanced journey level experience with increasing levels of responsibility in a public and/or private agency is highly desirable.

Special Requirements: Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles. Forklift certification required.