

CITY OF MADERA
PURCHASING ASSISTANT

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, performs a variety of general support functions in the City's Purchasing/Central Supply Division. Coordinates the daily operations of the Central Supply warehouse, including receiving and storing goods; purchasing supplies to maintain the Central Supply warehouse stock; reviewing purchase requisitions, purchase orders, standard bids and specifications, and invoices for accuracy and appropriateness; preparing and maintaining a variety of purchasing-related records, files, lists, and forms; providing support for Division users of the Divisions Purchasing system; and responding to inquiries and providing information regarding purchasing activities.

DISTINGUISHING CHARACTERISTICS:

The Purchasing Assistant classification is distinguished from the higher level Procurement Services Manager in that it is limited to purchasing of routine warehouse stock and involves day-to-day inventory management and warehouse duties relating to Central Supply.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from administrative and/or management staff within the Purchasing Division. May exercise lead direction over assigned office support staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Secures and compares information regarding price, quality, availability and related information for a wide variety of supplies stocked in the Central Supply Warehouse.
- Works closely with vendors regarding terms of standard orders and purchases standard supplies for City Departments, such as business cards, printing, and related items.
- Researches and develops sources of supply for Central Supply stock; maintains vendor files; locates and identifies vendors or potential bidders on a continuing basis to assure competitive prices for goods purchased in Central Supply.
- Prepares and reviews a variety of purchasing related forms for Central Supply which include requisitions, bids, and purchase orders in order to ensure quality, accuracy and completeness.

PURCHASING ASSISTANT

Page 2

- Develops and maintains inventory and stocking systems for warehouse supplies; determines appropriate reorder points and initiates reorders; performs annual office warehouse inventory and ongoing inventory spot-checks.
- Enters/maintains purchasing matters including a variety of manual and computerized records and logs related to purchasing, stock movement and status, charges to departments, and related procedures.
- Maintains purchasing records prepares summaries and reports for Central Supply, including vendor performance reports and maintaining bid lists.
- Computes quantities, discounts, taxes, totals and extensions.
- Provides support to users for Purchasing and Inventory system as well as the City's Key, Core and Lock system.
- Receives warehouse deliveries, compares shipping documents to items delivered and to items ordered and checks items for accurate count and damage, works with vendors to correct any discrepancies.
- Maintains a variety of purchasing and inventory related files and filing systems.
- Operates personal computer, related software and peripheral equipment.
- Demonstrates understanding of applicable policies, procedures and work methods associated with assigned duties.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, vendors, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting, grasping and making repetitive hand movements and fine coordination in preparing statistical reports and data, using a computer keyboard in the performance of daily duties. The position also requires both near and far vision in reading correspondence and using the computer and acute hearing is required when providing phone and face-to-face service. The need to lift, drag and push files, paper, documents and supplies weighing up to 25 pounds also is required.

QUALIFICATIONS:

(The following are minimal qualifications necessary for entry onto the classification)

Education And/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Purchasing Assistant**. A typical way of obtaining the

required qualifications is to possess one (1) year of experience in public sector purchasing and a high school diploma or equivalent supplemented by the completion of courses in purchasing, inventory control, accounting or a related field.

License/Certificates:

Possession of or ability to obtain a valid California Driver's License (class C).

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform the essential duties of the position)*

Knowledge of:

Principles and practices of purchasing, including competitive bidding procedures; Inventory control procedures, basic accounting and record keeping procedures and practices applicable to the purchasing function; principles and practices of purchasing record keeping and the basic purpose and nature of governmental purchasing.

Ability to:

Secure and compare information regarding price, quality, quantity, and other aspects of office supply purchasing; negotiate with vendors to obtain the most favorable terms and conditions; perform accurate basic mathematical functions; interpret, explain and apply Federal, State and Local regulations, policies and procedures; prepare a variety of written reports, forms, records and correspondence; establish and maintain cooperative and effective relationships with those contacted during the course of work.

Skill to:

Operate computerized purchasing, record-keeping and keying system software and a variety of word processing and software applications; establish and maintain complex filing systems; operate a variety of automated office equipment. Type accurately from clear copy at a rate of 45 words per minute.