

Class Code: K51
City of Anaheim
Class Specification

Classification:
PURCHASING ASSISTANT

DEFINITION:

Under minimal supervision, to perform highly complex and specialized clerical and administrative work for the Purchasing Division.

EXAMPLES OF DUTIES:

Establishes and maintains vendor sources for procurement of assigned "non-competitive" equipment, materials, supplies and services.

Compiles data and prepares periodic activity reports.

Receives, compares, verifies compliance and matches various documents such as insurance certificates and endorsements, order acknowledgments, performance bonds, indemnification certificates, personnel status changes and time sheets.

Reviews, prepares and compiles data for buyers and vendors, making inquiries into invoices, payments, shipments, receipt of material, change orders, purchase order discrepancies and other related matters.

Reviews and compiles data on vendor performance status.

Prepares, evaluates and recommends award of bids for sale of surplus material, requests for unclaimed property and vehicle auction.

Inputs and retrieves data to and from City mainframe computer and division computer system.

Troubleshoots by researching complaints/inquiries and responds to issues on behalf of the Purchasing Agent.

Responds to inquiries regarding purchasing division policies and procedures; sometimes involving irate and/or dissatisfied employees and vendors.

Provides required clerical support to the Purchasing Agent and other professional staff as required.

Prepares correspondence and maintains files regarding employee disciplinary actions, performance evaluations, etc.

Prepares routine staff reports for council action; reviews others submitted for accuracy and thoroughness comparing report to bid packages and ensuring accurate policies cited.

Collects data and does research for assigned projects; may provide recommendations.

Types complex bids ensuring information is clear, accurate and presented in proper format; ensures all required attachments are included.

Communicates with employees, vendors personnel and the public.

Composes correspondence for own signature as well as for the Purchasing Agent which requires a good understanding of purchasing division procedures and legal requirements as well as City policies and procedures.

Operates a variety of office equipment such as typewriter, calculator, CRT, microcomputer, microfiche and photocopier.

Maintains complex and specialized filing systems.

Performs other job related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing highly complex clerical and staff work in a purchasing environment.

Knowledge of: Modern office equipment and procedures; computer terminal operating methods and associated software; English usage, spelling, grammar and punctuation; business math; purchasing practices, methods and terminology; advanced record keeping methods; data processing as it relates to purchasing.

Ability to: Set own work priorities; proofread and detect errors in typing, spelling and grammar; maintain accurate records and controls; read, understand and apply difficult materials; operate a calculator with accuracy; operate a typewriter and/or computer keyboard with speed and accuracy using associated software; compile data and prepare clear and easily understood narrative and statistical reports; compose correspondence; maintain budgetary expenditure files; speak clearly and distinctly; understand pertinent procedures and functions quickly and apply them without immediate supervision; establish and maintain effective working relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: May make assignments and train employees. Provides input into performance evaluations.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Buyer I.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - Confidential
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