

## **ASSISTANT PURCHASER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work of a moderately complex nature involving the responsibility for providing support for purchasing functions by assisting in various procurement activities including the performance of high-level clerical functions. The work is carried out in accordance with established laws, policies, and procedures. The position differs from that of a Principal Purchasing Clerk and/or Principal Purchasing Clerk-Typist in the increased level of responsibility and their handling of more complex assignments. The work is performed under the supervision of a higher-level administrator and work guidance (e.g., lead work) may be provided to clerical employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in identifying potential suppliers, manufacturers, and vendors for procurement goods and services;

Assists in negotiating prices, processing purchase orders and maintaining accurate files and records related to purchasing, pricing and inventory levels;

Collaborates with purchasing team to negotiate terms, prices, and conditions with suppliers to achieve cost savings;

Reviews requisitions and completes information related to detailed pricing and product descriptions;

Performs research on requests and prepares, issues and analyzes approved quotes;

Processes purchase orders accurately and timely, ensuring compliance with departmental policies and procedures;

Assists in developing and revising specifications for bids under the guidance of a Purchaser;

Assists Purchasers in preparing for and scheduling public bidding;

Prepares analysis sheets after bids are open and reviews results with purchasing staff;

Maintains supplier databases, records and documentation, ensuring accuracy and completeness;

Maintains bid lists from suppliers;

Supports the purchasing team with various administrative and clerical tasks such as preparing reports, maintaining filing systems, managing and responding to correspondence, filing and typing purchase orders.

### **FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the basic principles and practices of purchasing and matters related to the purchasing, sourcing and contract management process, particularly in regard to governmental purchasing; good knowledge of office terminology and procedures, particularly those as they relate to the purchasing function; ability to prepare reports and correspondence; ability to carry out oral and written instructions; ability to maintain files and records; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relationships with others.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and three (3) years of responsible clerical experience\*, at least two (2) years must have been in a purchasing office/setting or in support of a purchasing function.

**PROMOTION:** Two (2) years of permanent status as Principal Purchasing Clerk or Principal Purchasing Clerk-Typist.

(over)

\*Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g., developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g., selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g., uses limited judgment identifying and selecting the most appropriate guideline or procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" or procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties, and basic receptionist responsibilities.