

STAFF ASSISTANT (PURCHASING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent performs complex administrative support functions in either the County Finance Department related to the countywide purchasing process, or in Westchester Community College's Purchasing Department. Work is performed in accordance with established procedures and involves coordinating and assisting in the processing and maintenance of requisitions, bids, purchase orders and contracts. When assigned to the Finance Department, the work involves considerable contact with all county government departments as well as the other municipalities that participate in the county purchasing program. When assigned to the College, work involves considerable contact with other College departments. Position supervises the work of lower level clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Prepares and processes purchase requisitions and bids for all material, supplies and equipment in accordance with established County and procedures;

Prepares and processes bids for public advertisement, including placement of legal notices;

Maintains a register of purchase requisitions and bids using a manual or automated system;

Maintains contracts and file prices in an electronic database;

Prepares various database reports, such as vendor history and other ad hoc reports, for administrative staff and as required;

Places advertised bids on the Internet using a web-based application;

Uses computer applications to enter purchase orders, requests for price quotations, bids, etc;

Maintains directory of vendors, material category indices, contract files, etc;

Prepares and conducts correspondence relating to purchasing, including modification and/or cancellation of purchase orders, etc;

Maintains department filing system by vendor, requisition and purchase order to ensure rapid access to files in order to respond in a timely manner to vendor and/or departmental inquiries;

Oversees the work of support staff in the preparation or processing of bids, purchase orders, requisitions, etc;

Performs related clerical tasks to ensure the effective operation of the department;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and/or database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMRANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, procedures, equipment, and business English; good knowledge of the mechanics of purchasing; ability to perform mathematical calculations; ability to comprehend and carry out complex oral and written instructions; ability to maintain detailed records and files; ability to supervise the work of others; ability to effectively use computer applications such as spreadsheets, word-processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; integrity; resourcefulness; tact; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of clerical experience, one year of which the primary was to provide support in the purchasing processes in a unit, division or department primarily dedicated to purchasing functions, and one year of which must have involved financial record keeping, record auditing or maintaining a complex automated filing system or database.

SUBSTITUTIONS: Satisfactory completion of 30 credits* at a college, business school or secretarial school may be substituted for each year of the above required clerical experience, exclusive of the one year of specialized purchasing support experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum qualifications will be considered in evaluating experience.