

SENIOR OFFICE ASSISTANT - PURCHASING

GENERAL STATEMENT OF DUTIES: Using a computer, performs a variety of complex and semi-complex office procedures necessary for the efficient operation of a municipality's Purchasing Department; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Purchasing, an incumbent of this position uses a computer and various software applications to prepare and process orders and maintain purchasing records. In addition, the incumbent has responsibility for reviewing purchase orders issued by municipal departments and approving or disapproving them based on budget appropriation. Incumbent also assists department heads in formulating budget requests based on price information maintained by the office regarding equipment, supplies, etc. This position involves considerable interaction with department heads, vendors and the general public, and must exercise independent judgment and action, particularly as it relates to the approval/disapproval process of purchase orders. The position may be called upon to act as Secretary to the Director. Supervision is a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Prepares and processes purchase orders and maintains the records of the purchases;

Reviews requisitions against appropriation and budget.

Approves or disapproves requisitions according to funds available;

Maintains equipment and supply pricing information used to assist department personnel in preparation of their budget (s);

Assists in the preparation of specifications for bids for all departments;

Insures that all legal requirements are met, e.g., prepare legal notices which must appear in the newspaper, send notice of public bid to appropriate vendors;

Selects vendors, tabulates bids, reviews bid results to determine lowest bidder in accordance with State law; prepares letter of recommendation to the municipal Board for approval;

Supervises clerical staff in the preparation of specifications and the tabulation of bids;

Solicits informal proposals for items within established amount;

Issues and is authorized to sign off on purchase orders;

Checks deliveries against purchase orders and follows-up independently to resolve any discrepancies between the municipality and vendors;

Works with departments and vendors to arrange repairs of facilities and equipment;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Maintains inventory of all equipment and supplies;

Attends both Board meetings and bid openings in the Director's absence;

Maintains payroll and time/attendance for office;

Uses computer applications such as spreadsheet, word processing, calendar, e-mail and database software in performing work assignments;

Performs general clerical work as needed: prepares correspondence for the Director, files, prepares and sends mailings to vendors, answers phones, etc.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern office practices, procedures, and equipment; thorough knowledge of the mechanics of purchasing; ability to adhere to the laws relating to public purchasing; ability to comprehend and carry out complex written and oral instructions; ability to plan and supervise the work of others; ability to deal tactfully with vendors, public officials and the general public; ability to manipulate a standard alphanumeric keyboard at a rate of not less than 35 words per minute; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; dependability; thoroughness; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) four (4) years of office/clerical experience, two (2) of which were in a position where the primary function involved purchasing, requisitioning or bidding activities using computer software applications; or (b) graduation from a post high school secretarial or business school program with a degree or certificate in secretarial sciences, office terminology or closely related field and (2) years of office/clerical experience which must have included the specialized experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: A certificate program is defined as a minimum of 6-8 courses and results in the issuance of a certificate.