

PURCHASING SPECIALIST I

Job Summary

Under direction, performs routine purchasing-related clerical and technical work. This classification is part of the City's Job Series.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assists in the performance of purchasing operations of the City and follows established Purchasing ordinances, policies, procedures and laws.
2. Discusses purchase requisition or purchase order with user workgroups, divisions and vendors.
3. Follows up on purchase orders for delivery/completion of supplies, equipment and services.
4. May assist buyers in obtaining prices from catalogs, by telephone or personal contact with vendors.
5. Responsible for updating the city database for commodity listing as requested by vendors or buying staff; may also make inquiries of vendors to add to city vendor lists for quotes, bid, etc.
6. Performs clerical duties in support of bid, proposal and quotation preparation for a wide variety of supplies, equipment and services.
7. Prepares bid or proposal packages for mailing, including file set-up, necessary posting and advertising forms, etc.
8. Prepares periodic and special reports and correspondence.
9. Distributes purchasing documents and maintains all purchasing records and files including regular purchase orders, term purchase orders and contact purchase orders, general correspondence, etc.
10. Back-up division timekeeper; maintains records of division employee attendance and leave schedules; processes payroll biweekly.
11. Performs related duties as required.

Qualification Guidelines

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience

Graduation from high school or GED. Additional college level course work in accounting and/or purchasing preferred. Three (3) years of increasingly responsible clerical and financial record keeping experience including at least two years of responsible purchasing experience. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Purchasing principles and practices.
- State and City purchasing laws and policies.
- Sources of supplies, commodity markets, marketing practices, commodity pricing methods and discounts.
- Types of supplies, materials and equipment commonly used in municipalities.
- Modern office practices.
- Computers and related software.

Skill and Ability to:

- Interpret and apply laws, rules and regulations and policies affecting City purchasing operations.
- Assist in preparation of accurate specifications and bid packages.
- Assist in sale of surplus materials.
- Prepare and present a wide variety of written and oral reports.
- Type at a rate of 45 wpm from clear copy.
- Develop and maintain cooperative relationships with those contacted during the course of work.

License and/or Certificate:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to inside environmental conditions.
- May be required to work at a video computer monitor for prolonged periods.