

DEPARTMENT: PURCHASING
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 29, 2022

PURCHASING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Purchasing Agent, an incumbent of this class performs technical purchasing functions and responsible clerical duties required in County purchasing procedures involved in the purchase of large quantities of material, equipment and supplies. The incumbent is responsible for the sealed bid process and for accounting control of inventory utilizing a computerized database system. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Coordinates the sealed bid process which involves sending information pertaining to upcoming bid to departments and requesting them to make changes; incorporating changes and preparing a bid schedule; typing and faxing legal advertisements to newspapers and preparing/verifying vouchers when invoice is submitted; preparing vendor list/labels; assisting in vendor list breakdown once bid is opened; contacting departments to request requisitions for blanket purchase orders for ordering; and maintaining all purchase orders during the bid time frame;
2. Maintains accounting control of the inventory of all real and personal property owned by the County of Niagara including the disposition of all surplus/unused/obsolete fixed assets through public auction, bid disposal, recycling, or junk disposal; determines the actual existence and condition of all fixed assets in the records by visually examining the property in question; and maintains records for retention or disposal;
3. Performs all accounting related entries in a computerized database system with regard to fixed asset and depreciation reporting;
4. Maintains purchase order changes in a computerized database system; monitors and reports on discrepancies on a monthly basis; and closes eligible purchase orders on a monthly basis;
5. Calculates copier costs and bills departments in order to submit monthly bill to vendor;
6. Manage county-wide office supply orders and payments and enters accounts payable payments for shared services;
7. Assists with the year-end purchase order rollover process;
8. Assists departments with questions regarding the purchasing module of a computerized database system;
9. Performs tasks and various special projects as assigned by the Purchasing Agent and the Director of Office of Management & Budget.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of purchasing methods and procedures; good knowledge of grades, supply sources, and market factors of commodity categories; good knowledge of elementary accounting methods; good knowledge of fixed asset procedures and operation; good knowledge of data processing requirements and procedures; skills in utilizing modern computer software programs and related peripherals at an acceptable rate of speed and accuracy; ability to maintain detailed records and to perform a variety of related clerical and physical tasks; ability to perform moderately heavy manual work; ability to bend, lift, climb, carry at least fifty (50) pounds and walk with said packages and/or cartons at least fifty (50) yards; thoroughness; accuracy; honesty; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. Graduation with a Bachelor's Degree; **OR**
2. Completion of sixty (60) credit hours and two (2) years of paid full-time experience in a business-related field which involved the maintenance of records utilizing computerized database software; **OR**
3. Four (4) years of paid full-time experience in a business-related field which involved the maintenance of records utilizing computerized database software.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.