

## ASSISTANT PURCHASING AGENT

### NATURE OF WORK

This is responsible supervisory work assisting in all phases of City/County purchasing operations.

Work involves responsibility for performing a variety of complex purchasing functions. An employee in this class assists the Purchasing Agent in procuring material and equipment of a desired quality and quantity at the most favorable prices. Work includes assisting in the preparation of equipment and material specifications and the examination of specifications prepared by others. This position must be able to evaluate formal and informal bids received from vendors. Assists in coordinating communication between the Purchasing Division, vendors and city/county departments and divisions. Work involves product research, value surveys, value analysis and follow-up on purchase orders. Work is performed under the general supervision of the Purchasing Agent. Supervision may be exercised over subordinate clerical employees.

### EXAMPLES OF WORK PERFORMED

Assists in the purchasing of supplies, materials and equipment in accordance with established price and quality specifications.

Reviews requisition forms for completeness and accuracy as to description, same size, weight, price, delivery, etc.

Prepares specifications for equipment and materials and examines specifications prepared by others.

Evaluates formal and informal bids received from vendors.

Conducts continuous study of new materials and equipment on the market for possible use as a replacement item.

Consults with department head and vendors on purchasing needs and specifications.

Follows-up on purchase orders and expedites deliveries.

Handles adjustments and files claims on materials or equipment damaged in shipment.

Purchases a wide variety of technical and nontechnical items which fall under a yearly contract on an incidental buying basis.

May supervise the clerical staff of the Purchasing Division.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the Governmental procurement process.

Knowledge of purchasing principles and practice, and of methods employed in the preparation of specifications, analysis of bids and performance of related purchasing functions.

Knowledge of accounting principles.

Ability to prepare specifications and analyze bids.

Ability to write business letters, reports, and prepare specifications.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, government officials and vendors.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a four-year college or university with major course work in business administration, public administration, accounting or related field with experience in governmental purchasing.

MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major course work in business administration, public administration, accounting, or related field and some experience as a buyer; or any equivalent combination of training and experience which would provide the desirable knowledges, abilities, and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

4/74  
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