



JOB DESCRIPTION

Purchasing Assistant

Date Prepared: March 2014

Class Code: 1235

SUMMARY: Under basic supervision, reviews department requisitions and processes into purchase orders.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Reviews requisitions from City departments, and creates and processes purchase orders (PO) and other necessary documents related to the purchase of supplies, equipment, services and material.
- Review and process technical and financial documents required for the purchase of services, supplies, materials, and other commodities in accordance with City policies and procedures.
- Communicates with vendors to research and resolve outstanding issues.
- Maintains and updates PO files, vendor records, and databases.
- Assists City staff with purchasing special items and managing PO process; explains rules, policies, and procedures; scans invoices for department processing and approval.
- Reviews invoices, payment requests, purchase orders, and related documentation for accuracy, completeness, and department/City approval.
- Analyzes and tracks procurement process, protocols, trends, proposals and product price quotations.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; three years of experience in governmental or commercial purchasing including familiarity with warehousing and inventory control procedures.

Knowledge of:

- City policies and procedures.
- Basic principles and practices of purchasing, bookkeeping, and records maintenance.
- Customer service standards and protocols.
- Business computers and standard MS Office software applications.
- Storekeeping and warehousing methods and practices including inventory control procedures; types of supplies, materials and equipment commonly used by the municipal utilities.

Skill in:

- Explaining purchasing rules and regulations, and City policies and procedures.
- Entering numerical and related information into a computer system with speed and accuracy.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.

- Establishing and maintaining cooperative working relationships with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.