



## City of Irving Job Description

### Purchasing Assistant

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Financial Services (Purchasing)
<b>Job Code:</b>	18032	<b>Reports To (Job Title):</b>	Purchasing Manager

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#### **PURPOSE**

To support city departments' purchasing needs by securing informal bids including annual contracts and providing support to purchasing agents for formal bids, RFPs, RFQs, and cooperative purchases, conducting bid openings, issuing Administrative Award numbers, and reviewing purchasing agenda items prior to City Council consideration.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Cooperate with departments to create specifications for informal bids; secure quotes from vendors for goods and services under \$50,000 using vendor notification database to solicit bids; post on the Internet; determine awards based on quotes.
- Assist purchasing agents in compiling bidders' lists for specific invitations to bid and requests for proposal; advertise and post ITBs and RFPs.
- Respond to vendor emails and phone calls about the bid process.
- Conduct bid openings; prepare bid tabulations (response summaries); post results on City Web site.
- Perform vendor database management to ensure up-to-date information is in place to maximize the competitiveness of the bid process.
- Prepare and maintain files and spreadsheets to support the full range of purchasing activities.
- Provide assistance to purchasing agents in the preparation of formal bids and RFPs for city departments including preparing and reviewing specifications, attaching standard documents to complete the bid package, contacting prospective vendors, posting the bid on the city's Web site, and preparing the award to meet user department needs.
- Work with purchasing staff to fully review all purchasing related agenda items prior to each City Council meeting.
- Review vendor agreements and contracts; ensure all signature, insurance and bond requirements are met; file paperwork associated with bids as necessary.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Assist with responses to open records requests.
- Review and approve purchase orders according to city policy requirements
- Conduct benchmarking surveys to collect data from other public agencies for comparative purposes.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

No direct financial responsibility; may make small purchases of training or office supplies.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a High School diploma plus one year of college.

### **EXPERIENCE**

- Two (2) years of experience in a support capacity.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- An appropriate, valid Texas driver's license

### **KNOWLEDGE OF**

- Basic State law, policies and procedures regarding municipal procurement
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Applied Math: Concepts such as fractions, percentages, ratios, proportions, and basic statistical analysis.
- English Language: Structure and content of the English language, including the meaning of words and grammar.
- Office Systems: Administrative / clerical procedures and systems such as word-processing systems, financial, filing and records management systems, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

### **SKILLS AND ABILITIES IN**

- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Mechanical/Technical: Safely operating diverse equipment, including computers, copiers, fax machines, calculators, cameras, and paper shredders.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.

- Reading Comprehension and Quantitative Understanding: Reading and interpreting documents, including those which have charts and data.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so that others will understand.
- Synthesis: Compiling, evaluating and integrating data into useful information.

## **GUIDANCE RECEIVED**

### **On-going Instructions and Range of Procedures**

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

## **CONTACTS**

Vendors, Department directors, managers, individual contributors and support staff

## **EQUIPMENT AND PROPERTY**

Uses the full scope of general office equipment including computers, copiers, and fax machines; operates a vehicle to drive from one work site to another.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to see and sit. Frequently, s/he is required to carry, drive a vehicle, lift up to 25 pounds, pull, push, reach, stand, stoop, talk, and/or walk. Occasionally, s/he must carry, climb and kneel.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to confining work space, a dirty environment, and/or extreme temperatures or weather conditions. The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.