

CITY OF SALEM
EQUIPMENT PROCUREMENT ASSISTANT

039

NATURE OF WORK

This work involves clerical/secretarial responsibilities involving the scheduling of City equipment from the motor pool and obtaining private rental equipment to augment the City's motor pool.

Work involves the clerical/secretarial responsibilities related to scheduling motor pool equipment to crews as requested; utilizing purchasing procedures to obtain equipment from rental sources for specific short term needs of crews; completes the processing of a variety of documents related to equipment acquisition, usage, and purchase. Performs other related clerical/secretarial duties to support the Equipment Superintendent, such as entering and tracking budget expenditures. Supervision is received in the form of general objectives and periodic review of work product. This is not a supervisory classification.

The work of this classification is distinguished from the Stores Clerk by the specialized combination of both secretarial and purchasing related responsibilities associated with providing motor pool equipment to City personnel and the absence of warehouse related work such as inventory control. The work is distinguished from Staff Assistant I by the focus on scheduling equipment and obtaining rental equipment rather than focusing on providing a variety of secretarial services to an administrator. The work is distinguished from the Police Evidence Clerk and Fire Stores Clerk by the absence of technical knowledge related to the accounting of police evidence and medical and safety equipment utilized by Fire personnel. The work is distinguished from the Buyer by the absence of duties covering a range of professional purchasing services. The work is distinguished from the Warehouse Supervisor by the absence of full supervision of others and overall warehouse management.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed, and many positions will involve essential duties which are not listed.)

Orders rental equipment to meet immediate needs of staff within established guidelines. Obtains quotes, determines delivery time, issues orders consistent with purchasing regulations. Monitors contract suppliers for quality and timeliness of equipment delivered. Assists Superintendent in preparing new contracts for bid. Advises supervisor of discrepancies in quality or timeliness of equipment delivered. Obtains emergency equipment as authorized. Assigns equipment from motor pool to requesting departments.

Prepares a variety of purchase related documents and equipment/fuel usage documents from motor pool equipment. Reviews rental equipment invoices for accuracy and correct charges prior to payment. Reviews account numbers for accuracy and/or appropriateness against expenses.

Prepares a variety of correspondence, reports, equipment specifications, personnel actions, and budget related documents as assigned by the Equipment Superintendent.

Performs other related work as assigned.

WORK QUALIFICATIONS

Experience in purchasing or clerical work, some work experience ordering medium or heavy construction equipment is desirable; training above high school level in clerical or purchasing services; or any equivalent combination of training or experience which provides the following knowledges, skills, and abilities:

Knowledge of purchasing methods and procedures.

Some knowledge of construction equipment, attachments and apparatus on construction equipment, and methods of transporting construction equipment to job sites.

Skill in the operation of a variety of modern office equipment including personal computers and software such as word processing, spreadsheets, and data base management programs.

Ability to follow oral and written instructions. Ability to interpret verbal requests into specifications for equipment to be rented.

Ability to analyze documents such as invoices and charge slips for accuracy and appropriate costs.

Ability to prepare a variety of documents from rough drafts or verbal requests.

Ability to plan and organize own work for accomplishment and respond effectively to a variety of interruptions and changing priorities.

Ability to perform elementary arithmetical calculations and operate modern office equipment.

Ability to establish and maintain effective working relationships with other staff and the public.

Some positions may require possession of a valid Class C Oregon Driver's license and the ability to meet City driving standards.

Work primarily occurs in an office setting. Work involves extensive contact via telephone and personal contact with continuous interruptions. Negotiations/liaison skills are often required via telephone. Sufficient attention to detail is needed to check account number and billing accuracy, perform calculations, enter information into computer systems and review other details as necessary. Work is often fast paced, with peak activity and then quieter times.

Personnel Director