

City of Salem
CLASS SPECIFICATION

| | | |
|---------------|--------------------------|------------------------------|
| CLASS. TITLE: | Buyer Assistant | CLASS. CODE: 0020 |
| DEPARTMENT: | General Services | FLSA: N |
| REPORTS TO: | Purchasing Administrator | DATE: 3/10/2003 (reinstated) |
| | | ESTABLISHED: 2/1987 |

Job Summary:

This is technical procurement and complex support work performed in direct support of the City's Purchasing Program. Work requires office support services to specific purchasing programs, review of purchase documents for compliance with purchasing procedures, preparation of bid and contract specifications, and coordination with other City departments.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Review and process purchase requisitions and purchase orders in accordance with purchasing regulations.
2. Prepare specifications for bid by typing appropriate documents, assembling information, coordinating printing and preparation for mailing of the bid documents, and transporting bid documents, Requests for Proposals, quotes and contract documents. Place advertisements in publications to invite bids as directed by Buyer.
3. Maintain a current listing of vendors for different commodities and services; maintain product catalogs, trade publications, and product performance literature.
4. Assist Buyers at bid openings. Respond to a variety of routine questions concerning status of bids, purchases, etc.. Place orders or obtains quotes as requested by Buyers.
5. Works in cooperation with other department staff to ensure that routine purchasing processes are followed and timely.
6. Performs a variety of office support functions including filing, typing, computer entry, telephone and counter reception functions.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Perform other duties as required.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Multi-line telephone
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

City of Salem
CLASS SPECIFICATION

Considerable experience in progressively responsible office and procurement work; high school graduation or equivalent, and some higher level training in business or public administration as it relates to office support work, or any equivalent education and experience that would reflect the following knowledge and abilities:

License(s) and Certification(s):

- Oregon Class C Driver's License.

KNOWLEDGE AND ABILITIES:

Considerable knowledge of:

- Modern office practices, procedures, and equipment

Knowledge of:

- City's purchasing regulations or ability to gain this knowledge during the probationary period..

Considerable ability to:

- Explain routine purchasing procedures to City staff and vendors.
- Establish and maintain effective working relationships with City staff, vendors, and the public.

Ability to:

- Work independently within established guidelines.
- Organize, assemble, use statistical, financial, and other information concerning assigned projects.
- Gain knowledge of City operations by end of the probationary period.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.