

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Assistant Purchasing Administrator	CLASS. CODE: 0057
DEPARTMENT:	General Services	FLSA: E
REPORTS TO:	Purchasing Administrator	DATE: 7/1/2002

Job Summary:

Administers central purchasing activities in accordance with legal requirements and departmental policies which includes preparation, review and oversight of Requests for Proposals and contract execution.

Essential Job Functions

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

1. Performs duties with limited supervision and direction from the Purchasing Supervisor, requiring substantial independent judgement.
2. Provides supervision, technical assistance and guidance to Buyers and other department employees.
3. Prepares, reviews and oversees the development of bids and Request for Proposals, including bid specifications, evaluation criteria and contract execution for procurement equipment, supplies, and services.
4. Prepares weekly Purchasing Report.
5. Oversees and conducts advertisement, opening and awarding of bids.
6. Reviews and authorizes purchase orders.
7. Consults with City Attorney's staff and appropriate City departments in the resolution of legal problems associated with the proposal and bid processes or contracts.
8. Provides assistance and training to department staff in the implementation and use of purchasing software systems; resolves system-related problems.
9. Provides backup coverage in all aspects during Purchasing Administrator's absence.
10. Provides FIMS training and assistance to both seasoned and new system users throughout the City.
11. Provides FIMS approval when necessary on behalf of department.
12. Provides maintenance and updates of FIMS Purchasing Module Manual.
13. Participates in citywide FIMS "superuser" meetings. Shares integration activities with other module "superusers".

Important Job Functions

1. Works with buyer and end user to resolve issues causing items to be removed from Purchasing Review Report.
2. Develops high tech and complex bids and RFPs. Works with end user to meet their procurement needs.
3. Receives, reviews, signs, and forwards staff's time sheets.
4. Reviews monthly purchases report for Council; ensures all items have been included and the report is accurate.
5. Acts as contract administrator for the City's travel program as a participant in the State of Oregon travel contract.
6. Provides training and updates to end user department travel coordinators.
7. Troubleshoots various travel-related issues.

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8. Ensures front desk has adequate coverage to include breaks, lunch, and vacation or sick days. Provides follow-up training to temporary employees during any fulltime staff member's absence.
9. Attends meetings and various training seminars and conferences as required.
10. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School Equivalent; and,

Five (5) years of experience in a related field; or,

Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Professional Purchasing certificate such as CPM, CPB, CPPB, CPPO is desirable.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- All applicable purchasing laws, rules and requirements.
- Oregon State Law and federal regulations pertaining to government purchasing.
- Purchasing methods and procedures.
- Wide variety of equipment, materials and supplies and services, including, but not limited to maintenance, construction, office, auto parts and supply sources.
- FIMS or other computerized purchasing systems.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Communicate effectively verbally and in writing to a wide range of individuals.
- Provide technical assistance and training to department staff in all areas related to purchasing.
- Use a variety of modern office equipment including personal computers.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods on occasion.

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- Bend, kneel, or stoop.
- Lift up to 10 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.