

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Fire Procurement Assistant	CLASS. CODE: 0420
DEPARTMENT:	Fire	FLSA: N
REPORTS TO:	Deputy Chief of Operations	DATE REVISED: 10/11/2002

Job Summary:

This is technical procurement and complex administrative and clerical work performing centralized fire department procurement of supplies, equipment, uniforms, and services, development of written documents, and assistance with department budget development and administration.

Work involves procuring materials, equipment, and services for the fire department, in addition to preparing purchase requests and tracking related budgets. An employee of this class keeps informed of market trends, product technology and availability, and price changes related to fire department procurement needs. Work is performed with some independence under the supervision of the Deputy Chief of Operations. Submitted purchase requests are reviewed by the appropriate Division Head. Adherence to purchasing procedures is reviewed by the City's Purchasing Department. This is not a full supervisory classification, but work direction or training may be provided to others.

The work of this classification is distinguished from the Stores Clerk by the central, specialized procurement and administrative responsibilities for the fire department. The work is distinguished from the Buyer due to the absence of the responsibility to perform centralized, City-wide professional procurement work obtaining a wide variety of supplies and services. The work is distinguished from the Storekeeper due to the absence of full supervision of others and responsibility for a wide variety and large inventory of supplies. The work is distinguished from the Equipment Procurement Assistant by the specialized procurement, storekeeping, and administrative and clerical responsibilities for the fire department.

Essential Job Functions

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

1. Assists fire divisions in identifying technical specifications for needed supplies, equipment, uniforms, and services. Prepares bid specifications for most department purchases. Works with vendors and City's purchasing division to obtain goods and services. Performs research to determine current technology and utility in safety equipment and supplies.
2. Reviews requisitions, issues purchase requests, and receives goods. Checks prices and quality of goods.
3. Advises fire staff on sources of commodities and purchasing regulations and procedures.
4. Maintains adequate supplies and equipment for the fire department.
5. Maintains records pertaining to inventory, items purchased, cost, delivery, product acceptability, and budget expenditures. Submits budget line item needs to Deputy Chief of Operations as identified. Recommends department procedures regarding uniforms, station living quarters, safety equipment, and supplies.

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6. Works with City warehouse, purchasing, and other fire suppression agencies in distributing surplus property and worn safety clothing of the fire department.
7. Assures readiness of rehabilitation trailer with equipment and refreshments, and responds to second alarm or greater emergencies by transporting trailer to fire scene and properly positioning it. May transport wet hoses or other suppression equipment from emergency incident back to station.

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Important Job Functions

- 1.
2. Performs other duties as required.

MATERIAL AND EQUIPMENT USED:

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

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Progressively responsible experience in administrative support, procurement store keeping or warehousing. Some experience working with safety equipment and protective clothing is desirable; or any equivalent combination of experience and training that provides the following knowledge and abilities:

License(s) and Certification(s):

- Class C Oregon drivers license.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Purchasing methods and procedures.
- Store keeping or warehouse procedures.
- Supplies, equipment, and clothing for development of purchase specifications.
- Protective clothing and safety equipment is desirable.

Considerable ability to:

- Work independently within established guidelines.

Ability to:

- Use modern office equipment including personal computers.
- Develop, administer and track specific line items within of the fire department budget.
- Exercise good judgment, courtesy, and tact in contacts with the public and with fire department staff
- Use initiative and resourcefulness to properly disposition purchasing inquiries.
- Maintain records in a timely, accurate, and organized manner.
- Perform arithmetical calculations.
- Safely move heavy stock items.
- Compose correspondence, specifications, and other documents related to acquisition, storing, and surplus of supplies and equipment.
- Acquire knowledge of city operations.

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- Compose correspondence and other written documents within established guidelines.
- Meet city driving standards.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb stairs.
- 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.