



# BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Purchasing Assistant</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>      </u>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Director of Purchasing</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>04/2015</u>
<b>DEPARTMENT:</b> <u>Purchasing</u>	<b>JOB CODE:</b> <u>600</u>	

**SUMMARY:**

Under general supervision, performs clerical and office support duties such as opening and distributing mail, greeting the public and responding to inquiries, checking and verifying information, and providing customer service. Assists administrative authority and Senior Buyer(s) with bids, contracts, and surplus.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Orders office supplies and paper as needed; checks order received for completeness and accuracy; verifies invoice pricing is correct; maintains records of inventory and reorders as necessary. Maintains contractor performance information and certificates of insurance.

Enters external documents, contracts, addendums, etc. into the AS400 system. Maintains purchasing files and performs a variety of related assignments including the preparation of correspondence and reports.

Works extensively with County Department/Offices, answers questions from the public and current and potential vendors. Performs research of records to respond to public requests; explain department processes to public and assists in resolving problems; refers customers to other departments when necessary to resolve problems; schedules as appropriate.

Provides administrative support in the procurement process to the Purchasing Director and Buyers that includes the following: advertises bids, attends bid openings, completes bid tabulations, and then posts on the Purchasing web site. Maintains department calendar including meetings and bid schedules. Provides proofreading of bids or other work by Director and Buyers for errors in spelling, formatting, or basic grammar.

This position also aids the Director and Buyers with the following: renewing the County's term and supply contracts, keeping the term and supply contract spreadsheet up to date and posted on the County's web site, and auditing the term and supply contracts to ensure the County is getting the agreed upon pricing. Obtains and examines documents such as e-verify, closeout forms for Prevailing Wage and OSHA for discrepancies or incompleteness.

The position handles the County surplus in the following ways: disposes of County surplus by relocating the surplus to a different office in the County, and sells surplus on a public auction site or other approved disposition process.

Maintains and updates the purchasing section of the County Website including sole source purchases, posting current bids and bid results, bid archives going back ten years, and other information pertaining to the purchasing department.

Performs all other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Basic knowledge of County departments and operations.
2. Basic knowledge of Boone County policies and procedures.
3. Advanced knowledge of standard office practices, record keeping, office equipment and computer software.
4. Skill in organizing, scheduling and reviewing work.
5. Skill in the use of a personal computer.
6. Skill in establishing and maintaining cooperative working relations with other Boone County employees and the public.

**PHYSICAL DEMANDS:**

The work is performed in a professional office setting, surplus warehouse, and outside. Position-holder must possess vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting; upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; and pinch and grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck; walking; standing; bending and stooping, kneeling, and reaching, and heavy lifting of up to 75 lbs. when moving surplus/freight around or disposing of surplus.

**WORK ENVIRONMENT:**

This job operates in a variety of settings that include: a professional office, surplus warehouse, and outside. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets, and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

**MINIMUM QUALIFICATIONS:**

High School Diploma or GED and one year of clerical experience, preferably in a customer service area; some typing skills, and familiarity with computer software programs.

**PREFERRED QUALIFICATIONS:**

Prefer an Associate's degree and CPPB certification.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*