

PRINCIPAL PURCHASING CLERK-TYPIST

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work involving the responsibility for coordinating and executing a variety of purchasing activities within an agency. The position is comparable to a Principal Purchasing Clerk except for additional duties requiring typing. The work is performed under the general supervision of a higher-level purchasing supervisor or administrator and work guidance (e.g., lead work) may be provided to clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates a variety of purchasing activities while ensuring compliance with departmental policies and procedures;
Reviews requisitions and purchase orders for completeness and accuracy;
Maintains bid lists;
Responds to inquiries from potential vendors regarding bid information;
Prepares and processes purchase orders accurately and in a timely manner;
Monitors and tracks order status, ensuring on-time delivery and assisting in resolving issues or delays;
Responds to incoming correspondence;
Purchases standard office supplies, furniture and equipment;
Maintains accurate records of purchases, contracts, and supplier information;
Analyzes purchasing data and trends to assist in identifying cost-saving opportunities and improve efficiency;
Assists in preparing for and scheduling public bidding;
Assists in documenting and evaluating bids, and in formulating procurement recommendations;
Provides guidance and support to lower-level clerical purchasing staff by assisting them in resolving issues and improving performance;
Prepares a variety of purchasing related forms, documents, and reports;
Types a variety of correspondence, etc.;
May process contract awards, contract amendments and contract renewals;
May obtain and review insurance certificates, disclosure statements and bonds;
May update contracts and pricing in software applications;
May obtain prevailing wage rate schedules and updates status and tracks the progress;
May assist in keeping track and tagging of fixed assets;
May train lower-level staff, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic; good knowledge of clerical practices, procedures and purchasing terminology; ability to prepare correspondence, data, reports and other materials from general instructions; ability to maintain files and records; ability to understand and carry out complex oral and written instructions; ability to type accurately and at a rate of speed satisfactory to the appointing authority*; ability to use computer software, especially as it pertains to the clerical process of purchasing functions in a municipal setting*.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of clerical experience, at least one (1) year must have been responsible clerical experience** and at least one (1) year must have been in a purchasing office/setting or in support of a purchasing function.

(over)

NOTES:

1. Academic, technical, or vocational training or clerical experience may be substituted for the schooling on a year-for-year basis.
2. An Associate's degree or higher may be substituted for two (2) years of the required clerical experience.
3. A Bachelor's degree or higher in Accounting, Finance, Business Administration, Public Administration or comparable curriculum may be deemed fully qualifying.

*To be demonstrated during the probationary period.

**Responsible clerical experience shall be defined as clerical work that consists of moderately complex clerical duties (e.g., developing filing systems rather than simply maintaining file systems). The work generally involves limited independent decision-making (e.g., selects appropriate steps and procedures based upon pre-established guidelines) and some judgment (e.g., uses limited judgment identifying and selecting the most appropriate guideline or procedure to use for a task). The work may also include answering moderately difficult questions related to clerical processes and the general "mission" or procedures of a small office, the exchange of moderately difficult information, basic account-keeping duties, and basic receptionist responsibilities.