

PURCHASER II

DISTINGUISHING FEATURES OF THE CLASS: This is primarily technical work of a moderately difficult nature performed under general supervision. These positions are comparable to Administrative Assistant positions but are distinguished by the specialization of work. In addition, an employee may be given other administrative assignments (e.g. training) and may act for the department head as assigned. Work guidance (e.g. lead work) is exercised over clerical employees and may be exercised over other technical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and revises standard lists and specifications for supplies and equipment with operating staff;
Reviews requisitions and purchase orders;
Develops and revises more complicated specifications for supplies and equipment;
Assists and acts for the Purchasing Agent as assigned;
Prepares for and schedules public bidding;
Analyzes bids and prepares recommendations for procurement;
Prepares and maintains procedure manuals for purchase operations and instructs personnel in their use;
Maintains files of purchasing records and data;
Oversees clerical and technical personnel as assigned;
May direct the inventory control procedures for centrally stored equipment and materials;
May be assigned administrative duties on an ongoing basis (e.g. training).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of purchasing and matters related to the purchasing process; good knowledge of office practices and inventory control practices; ability to understand and interpret textual materials; ability to establish successful relations and communications with others.

MINIMUM QUALIFICATIONS: Five (5) years of experience in the purchase of a variety of materials, supplies or equipment. (Experience must be in actual purchasing by formal or informal bidding in a variety of purchasing fields or in purchasing a wide variety of items in one specific field. Experience limited to requisitioning or ordering from salesman will not be considered as qualifying. Also clerical experience in the processing or preparation of purchase order forms is not qualifying experience.)

PROMOTION: One (1) year of permanent status as a Purchaser I.