

City of Fort Worth, Texas Job Description

Classification Title	Purchasing Assistant		
Job Code:	TC5770	Job Family:	Technical / Para-professional
Pay Grade	509	Date Reviewed:	08/21/2019
FLSA Status	Non-exempt	Date Revised:	

GENERAL SUMMARY

Under general supervision, performs general clerical duties in support of an assigned Purchasing section/division; responsibilities vary according to section/division and may include distributing and collecting correspondence and other materials, answering phone lines and routing calls, data entry, filing and other related clerical functions. Interacts with employees and vendors when answering questions, obtaining/distributing information or coordinating department programs/projects.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Performs research, advisory and technical support services to assigned department customers, current and prospective contractors, and members of the public on a variety of activities.
2. Processes, delivers, and monitors purchase orders; assists with informal source selection processes; assists with developing master agreements; provides administrative support for cooperative contracts, contract management and general administration.
3. Research purchase orders and single transaction contracts under the State's formal threshold.
4. Performs contract management and contract administration services including; contract compliance monitoring for bids and term master agreements; and contract administration services for assigned contracts.
5. Assists with purchasing and contracting documentation. Manages electronic databases, compiles information and generates various reports.
6. Responds to requests for information from supervisory staff, employees, or general public. Answers questions related to the department's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
7. Enters a variety of data and information into various computer programs.
8. Performs related duties as required.

9. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and procedures of records management.
 - Contract management and compliance.
 - Principles and practices of business administration and human resources.
 - Operational characteristics, services, and activities of assigned program area, including administrative and financial.
 - Municipal budgetary policies, requirements and procedures.
 - Personnel rules and regulations.
 - Pertinent Federal, State and local laws, codes and regulations.
 - Various online City database software and Microsoft Office computer programs.
- **Skill in:**
 - Data entry and filing.
 - Modern office systems and procedures.
 - Analytical thinking.
 - Problem solving.
 - Planning and organization.
 - Time management.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Maintain confidentiality.
 - Pay attention to detail.
 - Read, interpret and analyze complex reports.
 - Research and gather data on complex issues.
 - Provide quality customer service.

MINIMUM JOB REQUIREMENTS

Associate's degree from an accredited college with major course work in Business Management, Public Administration, Business Administration or related field and three years of clerical and administrative experience.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.