

# COUNTY OF AMADOR



## JOB ANNOUNCEMENT

(Open Recruitment)

DEADLINE	POSITION	DEPARTMENT	RATE OF PAY
December 21, 2015 5:00 PM	Purchasing Assistant*	General Services Administration	\$17.74-21.56/hr.

**Definition:** Under general direction, procures specialized commodities of a complex nature requiring substantial experience in purchasing, including specialized and technical assistance, contracting and purchasing policy and procedure. Negotiates for the purchase of supplies, equipment and services for County departments and other public agencies; performs administrative activities in support of the purchasing function; and completes related work as required. Assists with oversight and delivery of the purchasing function and other supportive services in the General Services Department.

### **Examples of Duties:**

- Receives and reviews requisitions for accuracy; confers with departmental representatives to determine specific needs, taking into account budget allocations, market conditions and availability, audits bills and prepares purchase orders for payment
- Prepares and reviews departmental workload statistics; advises the Support Services Director regarding the proper allocation of commodity assignments to buyers, maintains and updates information on a variety of purchasing accounts; maintains purchasing records and files; researches and compiles a variety of information and monitors the work of support staff
- Researches sources of supply by reading current periodicals and product literature, interviewing marketing representatives and evaluating sample products
- Prepares complex requests for bid, proposals and contacts vendors for bid quotations; analyzes bids received; issues purchase orders; prepares and monitors contracts, outlining performance standards, tolerances, warranties, and maintenance requirements
- Provides technical support and conducts training for staff
- Visits departments to become acquainted with their specific needs; notifies departments of new products and arranges for samples and demonstrations
- Investigates sensitive or unusual issues or complaints regarding vendors/products; provides guidance and assistance to vendors and County departments; reviews, analyzes, and interprets legislative data pertinent to procurement
- Interprets County and departmental policies, County codes, state statutes, and regulations governing purchasing activities and the awarding of contracts
- Reviews procedure manuals and training materials to ensure that changes in law, policy, and procedure are properly reflected on the Purchasing Department's Web page and in all published materials. Assists the Purchasing Agent in the development of the Local Vendor Outreach program. Assists in the production of training materials and presentation

### **Knowledge of:**

- Operations, services and activities of a centralized procurement function, including but not limited to, theory and practices of purchasing, including ethics, standards, bid preparation and evaluation, and competitive bidding procedures
- Methods, practices, procedures, and terminology of purchasing related recordkeeping
- Laws, rules and regulations applicable to purchasing
- Modern office methods, practices, and procedures, including use of office automation to assist in the purchasing function; general computer applications used in business, such as spreadsheet, data base,

***Amador County is an Equal Opportunity/Affirmative Action employer.***

***Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.***

# JOB ANNOUNCEMENT

(Open Recruitment)

word processing software

- Data collection techniques for establishing sources of supply, product, and vendor information; market research techniques; general law of contracts; statistical analysis; accounting and budgetary controls
- Proper English usage, spelling, grammar, and punctuation
- Sources of goods and materials commonly used by County departments
- County procurement guidelines and authority levels
- Basic mathematic concepts
- Principles and practices of customer service
- Quantity and Quality control
- Shipping and receiving

## **Ability to:**

- Source and procure goods and services within established guidelines
- Perform a variety of specialized recordkeeping assignments in the maintenance of County General Services, purchasing, and inventory records
- Interpret and apply the policies and procedures of the Department
- Make mathematical calculations quickly and accurately
- Gather, organize, analyze, evaluate and present a variety of data and information
- Prepare clear, concise and accurate records and reports
- Operate a computer and assigned software
- Maintain and deal tactfully and courteously with the public and other staff when explaining purchasing procedures and accounting functions
- Operate a fork lift
- Communicate effectively, both orally and in writing
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships with those contacted in the course of work

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

**Education:** A high school diploma or GED equivalent.

**Experience:** Three years of experience in buying for a public/private organization performing duties equivalent to the purchasing environment; or, Equivalent combination of training, education, and experience which would provide the required knowledge and abilities. Journey-level experience as a buyer in a public and/or private agency is highly desirable

**Special Requirements:** Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles. Forklift certification required within (1) one year of report of appointment.

**\* This position will also perform the duties of a Finance Assistant, Sr. with Amador County.**

**Selection Requirement:** All interested applicants must fill out an Amador County employment application. Applications will be evaluated by a screening committee. The best qualified candidates will be selected for an interview.

**For Job Application and Complete Job Description Contact:**

AMADOR COUNTY HUMAN RESOURCES

810 Court Street, Jackson, CA 95642

(209) 223-6456 . Fax: (209) 223-6426 . [www.amadorgov.org](http://www.amadorgov.org)

***Amador County is an Equal Opportunity/Affirmative Action employer.***

***Applicants will be considered without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status.***