



EMPLOYMENT OPPORTUNITY

PURCHASING ASSISTANT \$22.91 - \$29.22 per hour

**RECRUITMENT
OPENS
FEB. 11, 2019**

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Salaries are on a six-step salary range schedule with 5% increases yearly

**CLOSING DATE
MAR.13, 2019**

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DEFINITION:

Under direction, a Purchasing Assistant performs advanced clerical and technical duties to support complex departmental administrative or operational activities, with an emphasis on purchasing and contract administration; researches, gathers, organizes and prepares purchasing related documents; reviews documents and data for compliance with program requirements; maintains complex files, records, correspondence and other documents; prepares detailed reports regarding budgetary and funding allocations and expenditures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

Purchasing Assistant is a journey level class in the series. An incumbent in this class performs journey clerical and technical administrative duties that require substantial interpretation and application of laws, regulations and/or specialized departmental and program policies.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

Provides advanced clerical and technical administrative support to the purchasing and contracting process; modifies established templates and formats to prepare a variety of purchasing-related documents and correspondence including requests for bids/proposals, contracts, renewals, requisitions, purchase orders, proposals, agreements, and correspondence; proofreads documents for accuracy, completeness, and compliance with purchasing policies, procedures and requirements; coordinates administrative approval processes. Coordinates with departments to obtain scope of work and other required information; creates and maintains potential bidder lists; drafts and publishes IFB/RFP documents and sends to requestors; attends and takes minutes/notes at various bid-related conferences and related meetings; prepares and distributes addenda and project changes as requested. Supports the vendor selection and contract preparation process; develops bid-related evaluation packets and forms; verifies the submission of required documents and vendor references/qualifications; coordinates with departmental, legal and other parties to ensure technical contract correctness. Drafts and finalizes procurement-related Board agenda items and staff reports using established templates and required formats; schedules agenda items in compliance with administrative procedures and deadlines; may attend Board meetings as a technical process representative. Monitors contract renewal dates and initiates the renewal process based on expiration date and procedural requirements; coordinates with departments to confirm renewal terms and funding plans; drafts renewal documents for approval by management; obtains signatures and distributes final documents. Performs contract closing processes.

Provides input regarding the design, organization, retrieval, and reporting functions for procurement-related information systems; recommends the feasibility of modifying administrative systems and procedures to improve efficiencies using automated records processing. Conducts and coordinates technical administrative studies and projects concerning Santa Cruz METRO policies, procedures, programs, or grants; assists in planning, implementing, and evaluating administrative tools and opportunities for process improvement; makes recommendations on proposed methods and procedures. Develops, maintains and updates administrative procedures related to areas of assignment; provides information and explains policies to staff and other agencies. Tracks, maintains, collects, assembles, and summarizes operational, financial and budgetary data related to assigned responsibilities and functions; prepares and provides reports and updates to management; collects, compile, and organizes data for required reporting to State and/or Federal agencies. Maintains files in accordance with established indexing systems; reviews dated files to purge or combine materials; updates index and cross reference files.

Receives, reviews, and processes requests and complaints from other departments, other agencies and/or members of the public; researches information to assist management in formulating a response.

Operates standard office equipment; utilizes computer software in performing job tasks. May utilize specialized Santa Cruz METRO software. Drive a Santa Cruz METRO vehicle to perform assignments. Performs related work as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Contract principles and administration procedures. Technical principles, practices, and procedures common to public administration, including budgeting, records management, purchasing, human resources administration, and the use of technology. Basic laws and regulations applicable to the area of assignment. Advanced administrative and office practices, procedures and equipment, including the use of automated information systems to improve administrative practices.

Technical processes pertaining to accounting, purchasing, and data maintenance. Advanced business correspondence, formatting and report writing. Technical methods of researching, gathering, organizing and reporting data. Advanced methods of prioritizing, planning and organizing work. Advanced time management techniques. Advanced customer service techniques. Intermediate mathematics including percentages and intermediate statistics. Advanced telephone techniques and etiquette. The effective use of modern office equipment, personal computers, and standard business software.

Ability to:

Draft and revise a variety of contract documents utilizing clear, precise, and detailed language. Evaluate, interpret and apply policies, regulations, and requirements as they apply to technical administrative activities. Interpret and apply policies, procedures, and Federal and/or State regulations to comply with program or project reporting requirements and organize data into functional reports. Coordinate and perform technical administrative activities in a manner that complies with applicable laws, regulations, and policies. Investigate and document administrative, operational, and programmatic problems. Work independently using good judgment, tact, and discretion. Review and screen documents for minimum qualifications or other requirements. Maintain confidentiality of materials, records, files, and other privileged information. Interpret, explain and apply human resources policies, procedures and regulations. Maintain records and control systems with accuracy and attention to detail. Adhere to established work schedules and timelines. Maintain a calm demeanor in stressful situations. Balance multiple assignments simultaneously and effectively. Utilize standard office equipment and computer software and learn to use specialized Santa Cruz METRO software if assigned. Communicate clearly and effectively in both oral and written form. Establish and maintain effective working relationships within the department and with other divisions, departments, agencies, suppliers, vendors, and the public.

MINIMUM QUALIFICATIONS:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education, Training and Experience:

Two (2) years course work from an accredited college in public administration, business administration, or a related field.

AND

Three (3) years of responsible clerical or program administration experience, which required the operation of office equipment maintaining/retaining complex records and files. Experience must have included at least two (2) years administering purchasing related processes.

LICENSES AND CERTIFICATES:

A valid California Driver's License will be required at the time of appointment and throughout employment. Must be able to obtain and maintain a current, valid California Class "C" Driver's License.

PHYSICAL AND MENTAL DEMANDS:

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

Physical Demands

While performing the duties of this job, the employee is frequently required to reach with hands and arms; walk, sit and stand; use finger dexterity; talk and hear; and use a keyboard. Work often requires stooping at the waist and the repetitive use of both hands to grasp and feel objects. Work may require lifting up to 20 pounds unaided. Specific visual abilities required for this job include close vision, distance vision, the ability to see colors and shades, and the ability to perceive depth.

Mental Demands

While performing the duties of this job, an employee uses written and oral communication skills; reads and interprets data, information and documents; solves problems; uses math and mathematical reasoning; performs detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work.

Work Environment:

The employee typically works in a standard office environment where the noise level is moderate.

OTHER CONDITIONS OF EMPLOYMENT:

- Must pass requisite background check.
- May occasionally work extended hours or hours outside of regular schedule.

HOW TO APPLY:

Visit our website, www.scmttd.com to complete our on-line application. Resumes will not be considered in place of the line application. On-line applications must be submitted by 5:00pm on March 13, 2019.