

**ADMINISTRATIVE SERVICES DEPARTMENT
FINANCE DIVISION
PURCHASING COORDINATOR**

GENERAL DUTIES: The position works under the direct supervision of the Finance Director, but has latitude for independent judgement and decision making. Maintains the City Purchasing Policy Manual and regularly audits all departmental purchasing processes for compliance. Regularly meets with staff from all departments to discuss contracts administration, purchasing card administration, purchasing and bid procedures, and policies and requirements. Most normal duties and responsibilities are handled independently with the use of established procedures and policies.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption on one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Advise departments regarding City purchasing policies, procedures and available vendors. Recommend and/or issue changes to the City's Purchasing Policy Manual.
2. Receive and review purchase requisitions for accuracy, completeness and proper authorization.
3. Contact vendors to obtain prices, terms, technical descriptions and other pertinent information.
4. Expedite purchase orders. May approve or issue change orders.

5. Maintain, administer and monitor the City's Purchasing Card Program and generate periodic transaction and status reports. Maintain records of invoices, purchase orders, bids, proposals, and requisitions.
6. Draft and coordinate the review of items such as contracts, requests for bids and proposals, service agreements and related items.
7. Issue requests for quotations and formal bids. Receive and review quotations on bids and recommend awards to City Council.
8. Maintain fixed asset inventory and coordinate year-end physical inventory count.
9. Coordinate the disposal of surplus items.
10. Review department records to determine conformity with purchasing policies and procedures.
11. Function as the City and Sewer Treatment Plant property administrator.
12. Recommend and monitor budget and maintenance contracts for postage meters, copiers, and the telephone system.
13. Maintain and coordinate the operation of the City's phone and voice mail system.
14. Prepare and monitor year-end schedule and procedures for the Purchasing function.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

SKILLS: Skills to:

1. Prepare and conduct seminars to teach purchasing functions.
2. Operate personal computers and related peripherals.
3. Prepare bid/proposal/quote performance records.
4. Excellent verbal and written skills.
5. Independently reviews purchasing and bid procedures.

KNOWLEDGE: Knowledge of:

1. Methods and techniques used in purchasing materials, equipment, and services.
2. Technical specification writing.
3. Procedures for advertising and receiving bids and proposals.

4. Customer service techniques.
5. Vendor and contract negotiation techniques.

ABILITIES: Ability to:

1. Interact with peers in group settings.
2. Make accurate mathematical calculations.
3. Prepare clear, accurate, and concise reports, specifications, correspondence and other written materials.
4. Work under pressure, meet deadlines and remain calm while dealing with difficult situations and individuals.
5. Understand, carry out, and issue clear oral and written instructions.
6. Establish and maintain effective working relationships with those contacted in the course of the work.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laserjet or ink jet printer
3. Telephone or headset
4. Copier
5. Calculator
6. 10-key adding machine
7. Facsimile machine
8. Typewriter
9. Microfiche reader
10. Polaroid or digital camera
11. Automobile
12. Paper shredder
13. Paper cutter
14. Specialized computer software

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling files, books, binders, and sometimes boxes of work-related material:

1. Sitting, for prolonged periods of time working at a computer or attending meetings
2. Walking
3. Standing

PHYSICAL DEMANDS:

4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying
9. Pushing/pulling
10. Lifting up to 25 lbs.
11. Driving
12. Speed in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office conditions, employee utilizes these senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, adding machine, paper shredder, paper cutter, camera, and automobile:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

Indoors: Typical office conditions, over 95% of the time.

Flooring: Low level carpeting, linoleum, tile floors and some exposure to asphalt.

Noise Level: Conducive to office settings with phones, copiers, radios and typewriters.

Lighting: Conducive to normal office setting.

Ventilation: Provided by central heating and air conditioning.

Dust or Fumes: Normal, indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

Outdoors: Typical conditions while traveling to meetings or seminars, less than 5% of the time.

Travel: Under varying conditions via automobile or plane, less than 5% of the time.

Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.

Ventilation: Heating and air conditioning provided by a automobile or plane.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, paper shredder, or paper cutter.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE, AND QUALIFICATIONS:

1. Any combination of education and experience equivalent to 60 semester college units in a related field such as Accounting or Business Administration which provides the required knowledge, skills and abilities.
2. Possess two years of technical experience supporting a purchasing function that included vendor contact and buying.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
4. Pass a post-offer medical examination, which includes a drug test.
5. Pass a Department of Justice criminal record check for employment.
6. Prefer non-tobacco user.

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