



Purchasing Assistant

Department/Division:	Finance
Reports To:	Purchasing Manager
Provides Direction To:	N/A
Bargaining Unit:	Teamsters
Exemption Status:	Non-Exempt
Employment Status	Classified
Date Prepared:	July 1, 2007
Date Revised:	July 17, 2019

GENERAL PURPOSE

Under direction, the Purchasing Assistant performs varied clerical, record maintenance, purchasing and general storekeeping duties; performs related work as required.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Processes packing slips, invoices and related documents and forwards to Accounts Payable for prompt payment.
2. Assists in processing purchase requisitions included but not limited to inputting requisitions in financial systems, creating, tracking, and filing purchase orders (PO).
3. Compares, evaluates, and logs bid quotations; contacts vendors to verify quotes for accuracy and processes POs'.
4. Reviews and processes claims for payment from other departments including matching invoices with POs', making changes if necessary, updating and tracking PO logs.
5. Receives deliveries and forwards shipments to appropriate departments.
6. Inspects shipments for damage and conformance to invoice, purchase order packing list, and/or shipping documents, returns defective materials and equipment.
7. Receives, verifies, stores and issues equipment, City products and supplies and performs related storekeeping duties; and orders office supplies.

ESSENTIAL FUNCTIONS (cont'd)

8. Prepares routine reports and performs a variety of related manual and clerical duties included but not limited to composing correspondence, maintaining worksheets, assisting general public at the counter, and receiving and responding warehouse, PO and P-Card inquiries.
9. Tracks and performs licensing of all City vehicles including processing renewal, registration, tickets, and exemption status disputes.
10. Picks up and delivers mail from the post office to Revenue Division and/or City Hall.
11. Assists with periodic physical inventories; maintains continuous records of inventories and establishes appropriate stocks levels and re-order points.
12. Reconciles, reviews P-Card statements and processes requests for payments; captures discrepancies between vendor's statement and receipts;
13. May assist in training new P-Card users and users with fraudulent charges; orders new P-Cards and replacement; revises P-Card user manual and updates on City Intranet.
14. Sweeps, mops, and maintains the warehouse in a clean and orderly condition.
15. Assists the General Services Division in other activities such as researching for Public Record requests, scheduling division appointments and meetings, creating and proofreading memos and correspondence as required.
16. May be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS GUIDELINES

Education/Training/Experience: Requires graduation from High School or GED equivalent **AND** one (1) year of experience in record keeping and general office work. Experience in stock, storeroom or warehousing work is preferred.

Knowledge, Skills, and Abilities: Requires working knowledge of warehousing methods and practices including inventory control; record keeping practices and procedures, and modern office practices, procedures, and equipment; skill in reading, understanding and maintaining records of warehouse operations, requisitions, and purchase orders, making simple mathematical calculations; personal computer, and other office equipment; and the ability to lift or move up to 50 pounds; type 30 wpm corrected; understand and follow oral and written directions; work independently; communicate effectively orally and in writing; inspect and issue supplies; operate a desktop computer; understand and work with numeric figures; and work cooperatively and effectively with others.

Licenses/Certificates/Special Requirements:

Must have a valid CA driver's license at the time of employment with acceptable driving record and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Must obtain a forklift certificate within one (1) year of employment.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS AND WORK CONDITIONS

While performing the duties of this job, the employee is frequently required to walk, talk and listen; use hands to operate, finger, handle, or feels objects, office machines; uses a telephone and a personal computer with a VDT screen for extended periods of time; and reach with hands and arms. Must occasionally lift and/or move up to 100 pounds. Specific vision abilities include close vision and the ability to adjust focus. The work environment occasionally has moderate to high noise levels.