

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 182**

**PURCHASING ASSISTANT**

**GENERAL**

Responsible for technical work involved in providing administrative support to the Purchasing Division and varied clerical work to the other divisions of General Services Department. Work is performed under the supervision of the General Services Director.

**EXAMPLES OF ESSENTIAL DUTIES**

*The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.*

- Coordinates the vendor registration process and routinely updates vendor records.
- Processes and updates vendors' insurance certificates.
- Enters purchase order requisitions on behalf of General Services and under other circumstances as deemed appropriate.
- Assists with the entry and processing of budget adjustments for General Services.
- Coordinates the processing of public records' requests through the City Clerk's office.
- Serves as the timekeeper for the General Services Department to authenticate the completion and accuracy of staff timesheets.
- Provides customer service to City staff and the general public on behalf of General Services Department, through the answering of phones, assistance with inquiries, routing of issues to the relevant people involved, etc.
- Provides administrative support and assistance to Purchasing Division of the General Services Department in the completion of purchasing tasks.
- Handles difficult clerical tasks requiring judgment and experience.
- Assists in administering policies in accordance with prescribed regulations.
- Processes and maintains records, and prepares reports of transactions of considerable complexity involving the application of knowledge gained through experience, such as legal instruments and other documents relating to purchasing, personnel and/or other specialized records.
- Deals with the public in specialized areas of service relevant to the General Services Department. May lead clerical staff in carrying out office functions and services to the taxpayer and general public. Instructs employees in office procedures and laws relating to particular functions to which assigned.
- Operates standard office equipment and software, including computers, printers, scanners, Microsoft Office, Microsoft Outlook, Adobe Acrobat, Google Chrome, etc.
- Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic purchasing principles and regulatory requirements.
- Knowledge of the procedures, duties and responsibilities of the unit of operation to which assigned.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of departmental operation.
- Skill in the application of modern office practices and techniques and in the use and care of routine and specialized office machine equipment.
- Ability to communicate clearly and effectively, verbally and in writing.

- Ability to perform complex clerical work with very little supervision.
- Ability to keep complex records and to make reports.
- Ability to develop effective work methods and procedures in accordance with rules, regulations and departmental policies.
- Ability to work with and for the general public, as well as fellow employees.
- Ability to type with accuracy at a prescribed rate of speed.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a four-year accredited college or university in Business or Public Administration or a related field, supplemented by experience in performing general office or related clerical work.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

**Rev.** 10/22

**Bargaining Unit:** Bargaining

**FLSA:** Non-Exempt

**Classification:** 20/42

**Location:** General Services Department

**GERS:** Regular Class