

TITLE: PURCHASING CLERK

JOB DESCRIPTION

GENERAL DESCRIPTION OF RESPONSIBILITIES:

This is a responsible office clerical position involving a variety of administrative and general office duties.

Work involves responsibility for carrying out office procedures requiring knowledge of the work process and functions of the Purchasing and Finance Departments. Duties include data entry, filing, receptionist, telephone answering, posting, forms processing and other related duties. This position also has the responsibility for making standard office clerical decisions. The work requires that the employee have good knowledge, skill and ability in standard clerical functions and office procedures.

EXAMPLES OF DUTIES –

- Maintains computerized records of purchases and balances of orders.
- Performs clerical work involving moderately complex clerical procedures requiring the exercise of judgment and decisions within the limits of standard procedures and general instruction in accordance with the Charter of the City of Shelton.
- Types letters, reports, prepares advertisements, sorts and files documents, prepares bids, addenda and supplemental procedures in the purchasing process.
- Acts as receptionist, receives and relays phone calls, takes phone messages and makes appointments, opens and distributes mail for Finance Director, Assistant Finance Director and Purchasing Agent and in general, the Finance Department.
- Receives and processes requisitions for office supplies from city departments.
- Maintains inventory and computerized records of city owned vehicles as well as maintenance records.
- Verifies invoices from vendors as part of the payment process and also verifies purchase item budget balances, assigning line item account as required, and prepares finance documents. Completes assignments for the Finance Director, Assistant Finance Director and Purchasing Agent and in general, the Finance Department.
- Operates a wide variety of standard office machines, inputs and accesses data using authorized City computer systems and software.
- Orders printing and stationary supplies such as paper, ribbons, toner, labels, and other miscellaneous office supplies, etc. for the City Departments.
- Attends and maintains records of Purchasing Division bid openings and meetings.
- Performs related administrative-clerical duties and work as required under the supervision of the Finance Director or his designee.

SUPERVISION RECEIVED - Works under the general supervision of the Finance Director or his designee. Direct report will be to the Purchasing Agent who works and reports to the Finance Director.

MINIMUM QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of modern office procedures, practices and equipment, including City computer systems.
- Ability to acquire proficiency with City software programs.
- Knowledge of departmental programs, policies and operations, as applied to work performed.
- Skill in typing at the net rate of 45 words per minute.
- Ability to communicate effectively orally and in writing.
- Ability to understand and follow written and oral instructions.
- Ability to make work decisions in accordance with rules regulations and departmental policies and procedures in accordance with City Charter and standards.
- Ability to maintain clerical records of some complexity and to prepare reports from such records.
- Ability to compose correspondence and reports.
- Ability to establish and maintain effective working relationships with superiors, associates, vendors and the general public.

EDUCATION, EXPERIENCE AND TRAINING:

A high school diploma, or the equivalent, including or supplemented by courses in business practices and data entry, plus two years of varied office clerical work experience requiring proficient data entry, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis. Knowledge, skill and ability in purchasing principles, procedures and practices, accounting skills and finance practices is desirable.

SPECIAL REQUIREMENTS – None

PROBATIONARY PERIOD – As per the collective bargaining agreement between the City and the Shelton Admin-Clerical Union. Presently a six (6) months probationary period is required.

SALARY – Job Classification D, CBA Appendix A and B

Revised 4/20/2016