

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Purchasing Assistant		
<b>Job Code:</b>	TC5770	<b>Job Family:</b>	Technical/Para-Professional
<b>Pay Grade</b>	509	<b>Date Reviewed:</b>	08/19/2019
<b>FLSA Status</b>	Non-exempt	<b>Date Revised:</b>	02/11/2022

### GENERAL SUMMARY

Under general supervision, performs general clerical duties in support of the City's Purchasing Division within the Finance Department for the Chief Procurement Officer; responsibilities include managing PeopleSoft purchasing forms, distributing and collecting correspondence and other materials, interacts with Departments and vendors when answering purchasing related questions.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Performs research, advisory and technical support services for citywide department customers, current and prospective contractors, and members of the public on purchasing related request.
2. Administer contracts and handle adjustments with departments and suppliers, including replacement of material not conforming to specifications, cancellation of orders, receipt of proper credit, research of spending authority for contracts, research and correct sourcing errors on requisitions.
3. Assists departments with formal and informal bids, RFI's, RFQ's, and RFP's which may include but not limited to: creating specifications, posting legal advertisements, e-mailing prospective bidders, answering vendor questions, receiving bids, providing recommendation on bid award, notifying vendors of award recommendation, and developing Mayor and Council communications for cooperative agreements.
4. Attend and assist with presentations at pre-bid meetings and monthly department purchasing meetings. Creates agendas, presentations, and transcribes meeting notes.
5. Attends and conducts public bid openings which includes receiving, opening, tallying, and presenting bid materials submitted by vendors.
6. Tracks and monitors vendors certification of insurance, renewal letters for bids, conflict of interest statement, cooperative agreements and price list and price increase requests.

7. Process and review citywide purchase orders which includes but it not limited to amend, cancel, close, and close short purchase orders; assists with informal source selection processes; assists with developing master agreements; provides purchasing support for cooperative contracts, contract management and general administration or purchase agreements.
8. Research purchase orders and single transaction contracts under the State's formal threshold; increase purchase orders and adjust line items for departments.
9. Performs citywide cooperative contract management and contract administration services including; contract compliance monitoring for bids and term master agreements; and contract administration services for assigned contracts.
10. Responds to requests for information from departments via the purchasing hotline, supervisory staff, employees and general public. Answers questions related to the city's purchasing division's activities, programs, policies, and procedures. Conducts follow-up research to retrieve answers and supporting information.
11. Manages purchasing databases, compiles information and generates various reports.
12. Maintains citywide purchasing filing systems for bid folders and contract agreements according to the records retention schedule.
13. Performs related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles and procedures of records management.
  - Principles and practices of business administration and purchasing policies and procedures.
  - Operational characteristics, services, and activities of assigned program area, including administrative and financial.
  - Municipal budgetary policies, requirements and procedures.
  - Personnel rules and regulations.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Various online City database software and Microsoft Office computer programs.
- **Skill in:**
  - Data entry and filing.
  - Modern office systems and procedures.
  - Analytical thinking.
  - Problem solving.
  - Planning and organization.
  - Time management.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Maintain confidentiality.

- Pay attention to detail.
- Read, interpret and analyze complex reports.
- Research and gather data on complex issues.
- Provide quality customer service.

## **MINIMUM JOB REQUIREMENTS**

Associate's degree from an accredited college with major course work in Business Management, Public Administration, Business Administration or related field and three years of clerical and administrative experience.

## **OTHER REQUIREMENTS**

None.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.