



CLASSIFICATION NO. 194
Established: 10/16
FLSA: Non-Exempt
EEO: 5

PROCUREMENT AND CONTRACT ASSISTANT

CLASS CHARACTERISTICS

Under direction, to purchase materials, supplies, equipment and services using standard purchasing and contract methods for the County; may provide technical support to higher-level analysts or manager by gathering and processing information, conducting applicable market research in support/assembly of contracts and agreements; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Procurement Office within the Finance Department is responsible for the centralized procurement of goods and services, professional services, public improvement construction, construction related services, software licensing agreements, leases and other contracts on behalf of the County.

The Procurement and Contract Assistant is the first level of the Procurement and Contract series. Incumbents perform routine and standardized purchasing, contracting or agreement work; choosing from among a few clearly recognizable alternatives such as selecting from among standard items based on price or assisting with contracting processes following clearly defined guidelines. Decisions and responses differ in such things as the source of information, choice of standard procedures or other factual information. The repetitive and routine nature of purchasing or contract tasks, such as preparing purchase orders and purchasing through established contract procedures, and following specific guidelines to assemble routine agreements or supplemental documentation, distinguishes this class from the higher levels.

The Procurement and Contract Assistant differs from the Purchasing Coordinator, which is responsible for the procurement of materials, supplies, and equipment needed for departmental operations throughout the County. It also differs from the Procurement and Contract Analyst, which performs complex or in-depth analysis/research, and complex project management for high risk, complex or formal procurements, and completing the review, drafting and negotiation of a broad array of contract types. It also differs from the Procurement Manager, which is responsible for planning, coordinating, evaluating and administering all procurement services and the disposal of surplus property.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Utilizes existing price agreements and/or solicits price quotes and product service information; reviews and evaluates purchase requisitions for acquisition method; creates requisitions, draft purchase orders and change orders following standard procurement/purchasing guidelines and procedures; ensures compliance with purchasing, budgetary, insurance, permitting and related policies and procedures.

2. Prepares solicitation documents for small and intermediate procurements in compliance with local contract review board rules, County policies and procedures and state statutes; prepares and submits necessary contract documents to the Board of County Commissioners for action; coordinates, develops and administers annual supply agreements; authorize, issue and process field and on-line purchase orders.
3. Orders supplies, materials, equipment and services of a routine nature; plans, orders, maintains, tracks, transfers and reorders inventory stock; determines appropriate levels; maintains inventory records; receives and checks in supplies. Tracks purchase orders to ensure products are delivered timely; investigates and evaluates complaints from departments on items received; takes corrective action to obtain compliance of vendor with specific contract issues and product quality; remains current with market conditions, product developments and relative merits of individual vendors.
4. Maintains detailed purchasing records; prepares addenda, exemption documents, award letters, reports and correspondence; provides support to accounts payable staff on vendor payments; reconciles invoices to purchase orders.
5. Provides information and technical assistance to departments on procurement processes and considerations; responds to questions and resolves problems; provides general support services to the division.
6. May act as the facilitating role for the disposal of surplus property, management of general County-wide price agreements for items such as office supplies, furniture or leased equipment.
7. Maintains all procurement and contract related documents in a uniform manner as established by the department and in accordance with document retention schedules. Inputs and updates contract management software/systems, financial systems and other related systems tracking contract administration and financial activities.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Basic principles and practices of governmental purchasing, inventory control, billing and collection procedures, and contract or agreement processes and methods; bid and contract preparation; characteristics and types of materials, supplies and equipment used by public agencies; sources of supply and price trends of a wide variety of commodities; contract laws governing purchasing procedures; warehousing methods and procedures including inventory record keeping and control; office procedures; computer equipment and related software.

Skill to: Organize and prioritize work load and assignments; learn and apply the methods of purchasing by specification and competitive bidding; gather and analyze data; interpret and apply laws, rules and regulations affecting County purchasing; establish and maintain effective working relationships with County employees, the public and vendors; perform multiple tasks simultaneously; resolve problems; communicate effectively, both orally and in writing; prepare reports; accurately operate computers; make arithmetic calculations quickly and accurately.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Some positions must successfully pass a criminal history check, which may include national or state fingerprint records check.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/19