

FAIRFIELD COUNTY

JOB TITLE: ADMINISTRATIVE ASSISTANT
PROCUREMENTGENERAL STATEMENT OF JOB

Under general supervision, performs various administrative and clerical duties in support of the purchasing and procurement functions of the County. Ensures duties are carried out in accordance with the procurement ordinance as well as applicable internal policies. Reports to the Director of Procurement.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Assists with reviewing requisition forms to ensure accuracy of information and ensuring requisition forms are processed in compliance with the County's policies and procedures.

Provides assistance with and obtains information from department heads submitting requisitions to clarify specifications for the procurement of commodities.

Assists with the preparation and processing of Requests for Quotations, formal and informal bids, RFPs, etc. and sends information to vendors to obtain pricing and delivery information. Assists with and negotiates with vendors to obtain competitive pricing and to establish multi-term contracts.

Enters purchase order information into the computer ensuring accuracy and efficiency.

Provides assistance with researching and writing moderately complex specifications for technical and specialized goods and services to be purchased. Works with the Director to confirm quotes and bids on various goods and services.

Assists with comparing prices, quantities and suitability to determine most advantageous purchase. Places orders on a routine basis and stays abreast of order status. Coordinates and arranges delivery and transportation of procured products. Upon receipt of products, ensures requisition requirements are fulfilled. Assists with researching and implementing correct procedures pertaining to incomplete and/or unshipped orders.

Assists with analyzing, tabulating, processing and making recommendations of awards on competitive sealed bids and proposals received.

Issues small purchase orders and maintains a daily register.

Processes correspondence, tabulations, network and reference-on-line procurement information using a personal computer.

Maintains accurate records of purchases of supplies and equipment leases and maintenance agreements and services.

Maintains current file of catalogs, specifications, pricing and vendors and keeps abreast of product development and emerging technologies.

Assists with conducting interview with potential vendors concerning necessary information.

Assists department heads with budget information as it relates to purchasing.

Operates and utilizes various office machinery and equipment including IBM, AS400 or other mainframe computer systems, PC proficient in the use of Microsoft Excel, Word and Works, typewriter, calculator, telephone, fax machine, etc.

ADDITIONAL JOB FUNCTIONS

Performs other duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent with a minimum of three to five years of experience in purchasing field, or an associates degree in purchasing and one to two years experience in business or related field or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including calculator, copier, computer, typewriter, etc. Must be physically able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Position involves mostly sedentary work, but may

involve walking, standing, or stooping for brief periods of time. Must be able to lift and/or carry weights of approximately twenty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents and reports. Requires the ability to prepare documents, forms, and reports using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with co-workers, other County personnel, vendors, and the general public while exhibiting poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems such as computer operations, general accounting, and public relations, in order to solve problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Has good working knowledge of accounting practices and procedures as they apply to the duties of the position. Has comprehensive knowledge of the accounts payable functions of the Department and has the ability to perform duties relative to same. Has thorough knowledge of office practices and procedures and the care and use of a variety of office machines and equipment used in record keeping, accounting and report preparation. Is able to understand and apply established rules, procedures and instructions to the maintenance and preparation of financial records. Has working knowledge of laws, rules, policies and regulations that apply to the duties of the position. Knows of reports which must be prepared in order to meet the requirements of the position. Is able to collect, compile, and assemble information clearly and concisely. Is able to maintain standards of accuracy in all reports and accounts. Has the ability to perform mathematical calculations accurately and quickly. Has the ability to work under stressful conditions caused by heavy workloads, deadlines, etc. Has the ability to use independent judgment in routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative

solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the County and to project a good County image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the County. Emphasizes the importance of maintaining a positive image within the County. Interacts effectively with higher management, County Administrator, professionals and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.