

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Purchasing Assistant  
**FUNCTIONAL AREA:** Financial Services Department

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### **WORK OBJECTIVE:**

Under direct supervision, the purpose of the position is to assist the administrative functions of purchasing and receiving commodities and supplies for all departments. Employees in this job classification function at entry level to aid in maintaining vendor relationships for the continuous supply of quality products. Work includes maintaining basic commodity buying, records and reports, weekly and monthly product updates, and product inventory journals.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assists in the operational functions of purchasing, stocking and distributing commodities and supplies for the City.
- Conducts bids of basic commodity items for Central Stores, utilization of others, and existing government contracts.
- Receives and prepares special shipments, UPS and Freight shipments; notifies specific departments of delivery.
- Prepares and submits purchase orders and reorder reports.
- Aids in maintaining vendor relationships for the continuous supply of quality products.
- Maintains records and reports, weekly and monthly product updates, and product inventory journals.
- Maintains active communication with Purchasing Agents, and Purchasing Administrator to define required tasks that will support departmental administrative functions.
- Participates in current and new product review to determine appropriate product purchasing, distribution and development.
- Performs administrative support duties, e.g., data entry, file and records maintenance.
- Reviews information for product procurement.
- Operates a forklift to stock and retrieve products and supplies from warehouse.

## Purchasing Assistant

### MINIMUM QUALIFICATIONS:

#### **Education / Certifications / Experience –**

High School Diploma or GED; supplemented by six (6) to eleven (11) months experience in the administrative support functions of purchasing, accounting or related field; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

Ability to understand and follow written and oral instructions.

Ability to utilize vendor catalogues, commercial registers, directories, office files and other resources for the procurement of goods.

Ability to perform routine mathematical computations and tabulations accurately and efficiently as they relate to purchasing.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

Skill in operating pallet jack and forklift safely.

### PHYSICAL REQUIREMENTS:

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-80 pounds).

### ENVIRONMENTAL REQUIREMENTS:

Some tasks include working around moving parts, light to moderate weight motor equipment, and materials handling where physical risks are predictable and/or controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.