

NOTICE OF JOB VACANCY

TITLE: Purchasing Clerk

DEPARTMENT: Purchasing

NUMBER OF VACANCIES: One (1) Permanent

PAY RANGE: Grade 12 \$29,151.26/yr to \$36,400.96/yr. (\$16.01 to \$20.00/hr)
(With longevity increments when applicable)

ELIGIBILITY: All City Employees who meet the minimum qualifications

DESCRIPTION: This specialized clerical work in a purchasing department or division in a municipality. The work involves various tasks and responsibility for assisting in the ordering and purchasing of supplies/services. Work is performed in accordance with established procedures as outlined by a superior permitting some leeway in carrying out the details of the work. Supervision may be exercised over subordinate level clerical employees. The Purchasing Clerk performs related work as required.

Typical Work Activities:

Obtains pricing information and quotations for supplies/ commodities and services;
Reviews requisitions for the purchase of materials and supplies;
Assists in the processing of purchase orders
Prepares a variety of records, reports and correspondence;
Prepares paperwork for formal bids, RFP's and assists at bid openings as required;
Maintains computerized vendor records, stores warehouse inventory and reports;
Creates purchase orders from approved requisitions;
Maintains file of open and aging purchase orders, expediting orders when necessary;
Prepares purchase orders to replenish stores warehouse supplies;
Monitors stores warehouse stock usage;
Maintains catalog library for distribution;
Performs general clerical duties in the office of the Purchasing Agent;

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, and two (2) years of clerical experience assisting in purchasing activities of a moderately large-scale establishment for a wide variety of equipment and supplies, including or supplemented by one year of education or experience in data entry;

NOTE: Additional education beyond high school may be substituted for clerical experience on a year-for-year basis up to one year only; Additional appropriate experience beyond two (2) years can be substituted for high school on a year-for-year basis.

SUBMISSION OF INFORMATION: SEND APPLICATIONS OR RESUMES TO: Ruby Pulliam, Director
Human Resources, Room 16
ruby.pulliam@niagarafallsny.gov

OR

Apply online at www.niagarafallsusa.org, See Employment Opportunities, Promotional Opportunities

THIS NOTICE WILL BE POSTED FOR A PERIOD OF FIVE (5) WORKING DAYS FROM MARCH 27, 2013 THROUGH APRIL 2, 2013