

ADMINISTRATIVE ASSISTANT - PURCHASING

DISTINGUISHING FEATURES OF THE CLASS: This is responsible office management and administrative work performed in the City Purchasing Division under the direct supervision of the Purchasing Agent. The employee in this position manages and organizes the department office and assists the department head in coordinating all activities within the department, including but not limited to vendor database management, solicitation and preparation of bids, document review, and maintaining the procurement calendar. The work consists generally of performing a variety of tasks, including file management, preparing correspondence, compilation of data, assisting in research activities and budget control. The Administrative Assistant – Purchasing performs related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates meetings and activities for Purchasing Division with other city departments, vendors and others as needed;
Assists Purchasing Division personnel in preparation for meetings;
Assists the Purchasing Division personnel by coordinating office services such as office organization, records control and specialized computer projects;
Prepares department payroll;
Answers telephone inquiries;
Assists in the preparation and monitoring of the departmental budget;
Prepares routine correspondence; coordinates clerical flow; opens and distributes mail;
Maintains confidential files and computerized vendor records, stores warehouse inventory and reports;
Performs all purchases for department and monitors and records department expenditures;
Assists in the processing of purchase orders;
Prepares paperwork for formal bids, RFP's and assists at bid openings as required;
Prepares routine City Council items;
Researches, compiles back-up documentation and assists in preparation of complex City Council items and coordinates submission of items and follows up on approval of items submitted;
Keeps City Council file;
Uses general office equipment including P.C. and document scanner;
Performs general clerical duties in the office of the Purchasing Division.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern office practices and procedures; business English; spelling and commercial arithmetic; good knowledge of organization, function, rules, policies and regulations

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applicable to the department; ability to prepare effective correspondence on routine matters and to perform routine office management details with only general supervision; ability to follow moderately complex oral and written directions; ability to get along well with others; skill in the use of computers and computer software; clerical aptitude; good organizational skills; ability to maintain strict confidentiality, common sense and discretion; overall good judgment; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

Candidates must be permanently employed in the competitive class for the City of Niagara Falls and must have served continuously on a permanent basis in a clerical position in Grade 12 or higher for two (2) years preceding the date of the written exam.

OPEN COMPETITIVE: EITHER

- A. Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and two (2) years of experience in a position involving office management, business management or administrative work;

OR

- B. Graduation from a regionally accredited New York State registered two (2) year college or university with an Associate's degree and four (4) years of experience as defined in (A).

NOTE: At least two (2) years of appropriate experience is required; additional education beyond a Bachelor's degree cannot be substituted for the required two (2) years of experience. Advanced knowledge of Microsoft Office products and experience with database maintenance desirable.