

**INGHAM COUNTY
JOB DESCRIPTION**

PURCHASING ASSISTANT

General Summary:

Under the supervision of the Director of Purchasing and Procurement Specialist, assists with activities involved in procuring supplies, materials, services, and equipment in accordance with standardized office and purchasing procedures of the County. Creates and maintains vendor files. Assists departments in selection and placement of photocopiers under State contract, serves as secretary to the Purchasing Department, and performs other duties and clerical functions as assigned.

Essential Functions :

1. Serves as Secretary to the Director of Purchasing which includes filing, typing, answering telephones, ordering supplies, typing budget, and performing other duties and clerical functions as assigned. Provides information to other departments, vendors, and the public, including answering questions about vendor numbers for departments, answering questions for vendors about commodity codes, explaining how businesses can become qualified vendors for the County, and various other information.
2. Creates and maintains vendor records on computer system, includes inputting vendor name, address and telephone number, assigning commodity codes, and requesting bidder applications, vendor applications, and W-9 forms. Ensures that a W-9 form is on file for each vendor as required. Responsible for follow-up contacts with vendors for updating records.
3. Maintains the Vendor Equal Opportunity/Affirmative Action Statements, includes obtaining and updating vendor applications, tax information documents, and other paperwork related to vendor file. Updates Vendor Handbook periodically.
4. Assists departments in selection and placement of photocopiers under State contract, includes determining the needs of the department as to what features may be required, recommends the category and maker of the copier that will best fit the needs of the department, and ordering and placing new copier and removing existing copier from department.
5. Maintains and ensures the accuracy of data related to issuing Federal 1099 forms.
6. Assists Director of Purchasing and Procurement Specialist in the bid/proposal process, includes assisting with the preparation soliciting of the more routine bid requests, analyzing vendor's proposals and contracts for compliance, and assists in determining award of the contract.

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7. Performs general payment processing duties of both Purchasing and the Print Shop including reviewing purchase orders for completeness and payment of invoices, processing invoices, and determining the appropriate line items.
8. Maintain personnel records and files, process payroll and Personnel Action Requests using computerized system. Assist with pre-employment process.
9. Maintain and update Purchasing web page.
10. Conduct Print Shop charge backs and work with banking institutions on issues related to credit cards.

Other Functions:

11. None listed.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent.

Experience: Two to three years of clerical support experience that included data entry and record keeping responsibility. Some experience with the purchasing process preferred.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from computers.

Ability to access all departmental files.

Working Conditions:

Works in office conditions.

October, 2000

