



## **ASSISTANT PURCHASING AGENT**

**DEFINITION:** Under direction of the County Administrator, to purchase materials, supplies, equipment, and services for use by Inyo County departments; and to perform related duties as assigned.

**ESSENTIAL JOB DUTIES:** Confers with departments and develops specifications for purchases to be made; prepares bids; analyzes bids and recommends or selects vendors for award of bids; confers with sales representatives regarding purchasing and selling procedures, complaints, specifications, and problems; establishes purchase agreements; maintains records of goods purchased and inventories; purchases various items as needed; oversees compliance with County purchasing ordinance; serves as resource for other County departments regarding purchasing procedures and ONESolution purchasing system; performs all office clerical duties required for this position; acts as backup for other functions of the County Administrator's office as needed; may supervise clerical assistants; performs related duties as assigned.

### **EMPLOYMENT STANDARDS**

**Experience/Education:** Requires a high school graduate with two years of professional purchasing and office clerical experience. Successful completion of the requirements for an Associate's degree in business in public administration, economics, or a closely related field may be substituted for one year of the required experience.

**Knowledge of:** Fundamental principles of purchasing; governmental purchasing principles, practices, and methods; departmental policies, rules, and regulations; materials, supplies, and equipment commonly used by County departments and their sources; modern office methods, practices, and equipment; mainframe and personal computer operations.

**Ability to:** Learn governmental purchasing principles, practices, methods, and sources; analyze data; prepare clear and concise reports; analyze situations accurately and adopt effective courses of action; speak effectively; develop specifications, analyze bids, and make recommendations; purchase a variety of supplies, materials, and equipment utilized by Inyo County; perform general office clerical duties necessary for this position, including use of mainframe and personal computer; operate other office machines such as, but not limited to, typewriters, adding machines, calculators, and copy machines; work cooperatively with those contacted in the course of work. Physical

ability to sit for prolonged periods of time, stand, twist, lift, and carry up to 40 pounds; climb and descend stairs; frequent telephone use.

**Special requirements:** Must possess a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background investigation and physical examination, including drug screen.