

SNOHOMISH COUNTY JOB DESCRIPTION

PURCHASING ASSISTANT

Spec No. 2262

BASIC FUNCTION

To assist with complex office work requiring considerable knowledge of specialized office operations. Maintains, prepares and processes documents and records. Perform a variety of clerical support work and complete special projects as assigned.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assists with special projects; conducts research and provides information to interested parties; undertakes research and analysis projects.
2. Provides clerical support for division and dept, related to bid and contract documents; assist with proprietary and emergency purchase documentation; maintain contract/change order approval database.
3. Analyzes and resolves technical problems; communications problems with bidders; distribution problems with time-sensitive bid documents (internet/fax, etc) and questions encountered; may receive, investigate and resolve public complaints and problems.
4. Assists other departments with administrative and procurement related matters; assists to coordinate work flow within the Division such as tracking annual contract expiration/renewal/re-bid dates; responsible for keeping bid/RFQ/RFP project tracking board current; assist buyers with document development and distribution of complex bids and other public solicitations.
5. Initiates correspondence related to assigned duties.
6. Performs computer-related desktop publishing
7. Orders supplies, equipment and services for division use.
8. Oversees retention, storage and destruction of official documents.
9. Assists others to identify and resolve possible vendor performance problems.
10. Assumes the duties of the Administrative Coordinator in his/her absence as required or directed.

STATEMENT OF OTHER JOB DUTIES

11. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Two (2) years of clerical support experience, preferably in a public procurement setting; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- standard office procedures and practices
- the rules of grammar, spelling, punctuation and word usage
- basic mathematical calculations
- computer and software programs
- all phases of related office work

Ability to:

- use personal computers proficiently
- use word processing and spreadsheet programs
- communicate effectively both verbally and in writing
- establish and maintain effective, ethical work relationships with other county employees, business partners and the general public
- maintain necessary records and prepare required reports
- maintain confidentiality
- type quickly and accurately
- be well organized and detail oriented
- prepare and maintain necessary records and required reports and distribute as needed
- operate standard office equipment
- critically analyze and solve work related problems
- work independently and under pressure, meet deadlines and cope with interruptions
- exercise initiative and good judgment and make decisions within the scope of assigned authority
- learn county practices, and procedures for government purchasing/bidding

SUPERVISION

Employees receive supervision from a supervisor or an administrative superior as assigned.

WORKING CONDITIONS

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: March 2004

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EEO Category: 6 – Administrative Support
Pay Grade: 308 – Clerical Pay Plan
Workers Comp: 5306 Non-Hazardous