

LINN COUNTY CLASSIFICATION

TITLE: PURCHASING CLERK

NUMBER: 563

PAY RANGE: 11

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 99-617

DATE: December 8, 1999

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for purchasing and disposition of office supplies and equipment. Purchase supplies and materials for departments in the County. Maintain records and develop reports pertinent to purchasing and distribution of cost.

SUPERVISION RECEIVED: Works under the supervision of the Printing and Supplies Supervisor who assigns duties, reviews work for compliance to departmental procedures and County policy and evaluates performance.

SUPERVISION EXERCISED: Supervision is not a normal responsibility of this classification; may assign work to personnel engaged in supplies and equipment distribution and records. Lead worker when Printing and Supplies Supervisor is absent.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Contact vendors for price quotes; research the availability and quality of supplies and equipment.
2. Maintain an inventory of purchases; make sales calls on offices, divisions and departments; develop supply estimates; deliver orders to appropriate offices; maintain usage records for Printing and Supplies as well as all other departments and offices.
3. Stock and maintain a complete inventory of ready store inventory for most needed supplies and equipment; receive, unpack and store supplies and equipment in proper storage area.
4. Inspect all invoices of purchases for Printing and Supplies; check all prices and extensions for accounting payment.
5. Maintain and update file which involves filing all supply requisitions, listing charges and credits for supplies and equipment; compile month end billing statements.
6. Provide information for the development of supplies and equipment specifications.
7. Answer shop phones, trouble shoot projects and situations, give information and receive orders. Coordinate demonstrations and training as required, acting as an information bridge between the departments and/or vendors.
8. Process finished offset press work such as collating, drilling, padding, stapling and packaging for delivery; deliver finished presswork to appropriate offices.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of office supplies and equipment, sources of supply and equipment catalogs. Thorough knowledge of inventory recordkeeping and control methods. Considerable knowledge of purchase and requisition procedures.

Ability to maintain effective working relationship with superiors and fellow employees. Ability to determine quality of goods against prescribed standards; use standard office equipment including computer systems; compile data and develop reports; understand and follow oral and written instructions, communicate effectively, both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school plus two years of experience which involved direct responsibility for purchasing equipment, supplies and inventory or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Must be physically able to lift 60 pounds.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record are necessary.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment but involves moving between various locations both indoors and out. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop and the ability to lift, move and/or carry 60 pounds, and use hands to finger, handle or operate office tools or controls or equipment and to reach with hands and arms.