

CITY OF BRECKSVILLE

Job Description

Job Title: Purchasing Clerk
Department: Purchasing
Reports To: Director of Purchasing
FLSA Status: Exempt
Revised Date: March 6, 2024

JOB SUMMARY

Under general direction of the Director of Purchasing performs routine, technical, and complex administrative work in accomplishing the purchasing functions of the City. Employee has public contact of a limited scope, involving routine and standard information exchange with outside vendors and internal personnel.

CLASS CHARACTERISTICS

This is a full-time clerical classification level. Incumbent is expected to learn technical and specialized rules, regulations, policies, procedures, and activities related to the Purchasing Department. Regular use of independent judgment and initiative is required.

ESSENTIAL FUNCTIONS

Prepares and processes requisitions and purchase orders in Finance/Purchasing software program. Examines all requisitions and purchase orders, checking for accuracy, completeness and consistency. Assists in editing and revising specifications and conditions of purchase.

Manages the requisition and purchase order process with City employees providing assistance and direction when necessary. Sends prepared purchase orders to suppliers and confirms receipt of order. Inspects all invoices and receiving reports for accuracy. Assembles purchase order documentation and coordinates invoice approvals with department heads.

Assists with the public bid process by entering and updating bid information; confirming and verifying bidder lists; preparing and distributing copies of bid specification documents and project plans; preparing bid tabulations; maintaining files and mailing lists; monitoring prevailing wage rate updates and forwarding to all current contractors as needed; obtaining signatures for contracts, permits, insurance certificates and performance bonds; and performing tasks for closing out bid process.

Prepares and processes accounts payable for weekly check run and verifies all related reports.

Assists Purchasing Director with year-end activities including, but not limited to, the closing out of purchase orders, entering of new blanket purchase orders, and carrying over of purchase orders into the New Year.

Reconciles monthly vendor accounts, prepares and facilitates the blanket purchase order process, processes quarterly reports for department heads, and monitors expense tracking spreadsheets.

Obtains quotes for necessary projects such as printing, promotional items, miscellaneous

equipment and supplies, and furniture.

Interfaces with vendors to ensure the procurement of quality merchandise, expedient delivery and dependable service at an optimum price.

Secures reservations/registrations and travel arrangements for City employees.

Arranges credit and opens accounts with new vendors, including completion of W-9 forms.

Responds to inquiries about order status, changes, or cancellations.

Sorts and handles packages to determine order origin, contents, routing to proper receiver, return authorizations, return verifications and credit verifications.

Performs various clerical duties such as sorting, scanning and filing of invoices and project documents, sorting and screening of mail, composing miscellaneous reports and correspondence and answering telephones.

Monitors department web site and submits updates to City webmaster as needed.

Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern office procedures, methods and equipment including computers, current versions of Microsoft Word, Excel and Access software, Google Chrome, and related equipment; business letter writing and report preparation; English usage, spelling, grammar and punctuation; and proper public contact and telephone etiquette. Skills in interpreting and implementing policies, procedures and computer applications relating to purchasing; organizing own work, coordinating projects, setting priorities, meeting critical deadlines, and following-up on assignments with a minimum of direction; making accurate arithmetic and statistical calculations; establishing and maintaining effective working relations with those contacted in the course of the work; and providing information and assistance to the public and other city employees in an effective manner. Ability to communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; flexibly adapt to a variety of work situations and interruptions; display a positive attitude; and work well with others.

PHYSICAL DEMANDS

Must possess mobility to work in an office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Typically sit at desk or table, regularly walk, stand or stoop, occasionally lift, carry, push, pull, or otherwise move objects weighing up to 25 pounds, regularly use tools or equipment requiring a high degree of dexterity, and work for sustained periods of time maintaining concentrated attention to detail.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Work is performed in an office setting or other environmentally controlled room. Noise level in the work environment is usually moderate.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school and/or supplemental business school training; responsible office administrative, secretarial, and/or general clerical experience preferred. Experience in dealing with the public and working in a public agency setting is desirable. College or technical school course work in an appropriate curriculum is desirable and may be substituted for the experience on a year-for-year basis.

Selected applicants may be subject to and must pass a physical, drug test, and background check.

MISCELLANEOUS

This description lists the major duties and requirements to the job and is not all-inclusive. Incumbent may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills. Interested candidates should submit their cover letter and resume via email to information@brecksville.oh.us.