



JOB TITLE:	ASSISTANT PROCUREMENT SPECIALIST – PURCHASING	DIVISION:	DISTRICT – PROCUREMENT
REPORTS TO:	PURCHASING OFFICER	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN FRANCISCO

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### Position Summary

Under direct supervision, provides responsible, varied and confidential purchasing and administrative assistance for the Procurement Department and exercises the highest level of discretion, initiative and independent judgment within established guidelines. This position requires strong word processing, organizational, time-management and interpersonal skills and the ability to work effectively in a fast-paced environment with frequent interruptions. Works as a team member with strong internal and external customer service skills to provide varied Procurement services to District-wide staff, outside agencies and the public. Performs related work as required.

### Essential Responsibilities

- Performs a variety of administrative functions associated with purchasing activities which may include: establish, organize, integrate and maintain applicable purchasing and vendor related records, files, lists, forms and other documentation
- Writes, compiles, develops, edits, revises produce necessary correspondence and other materials
- Creates, revises, and enters pricing information for quotes and purchase orders in electronic procurement system
- Creates and updates Blanket Purchase Orders as necessary
- Assists in purchasing duties related to routine supplies and equipment
- Manages, and updates electronic vendor records and vendor certificates of insurance
- Communicates with staff and vendors in regards to vendor registration, payment methods and contact information
- Researches and resolves invoice issues
- Assists in the administration of the District's surplus program, pCard Program and fleet Program
- Provides support to the Procurement staff in preparation of bid documents and organizes project files
- Reviews, monitors and provides follow-up of purchases and contracts to ensure continued compliance with vendors and provides direction accordingly
- Works with outside agencies and vendors, District-wide staff and the public



- Assists in the administration of the Department's web site
- Conducts and independently carries through a variety of assigned special projects related to the activities of the department
- Interacts extensively with District employees
- Receives and screens telephone calls and visitors; ascertains the nature of the contact and directs individuals to the proper contact. Also provides authoritative information to individuals and may require the use of independent judgment or the interpretation of District or Departmental policies and procedures
- Performs a variety of administrative functions associated with purchasing activities which may include: establishing, organizing, integrating and maintaining applicable purchasing and vendor related records, files, lists, and other documentation
- Maintains Safety Data Sheet and Certificate of Insurance program for the Bridge Division.
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service.
- Performs additional related duties as assigned.
- Regular and reliable performance and attendance is required.

## Required Knowledge, Skills and Abilities

### Knowledge of:

- District procurement policies and procedures
- Basic principles of inventory management and control

### Skill in or Ability to:

- Learn and apply District policies, laws and regulations that pertain to work
- Learn new financial management, purchasing and inventory systems
- Rapidly learn the functions and activities of the District and the Procurement Department
- Maintain confidentiality and protect access to confidential information and documents
- Possess strong problem solving skills
- Possess strong organizational skills and ability to establish priorities to meet critical deadlines with a minimum of supervision
- Use tact and discretion in establishing and maintaining effective, productive, cooperative working relationships
- Provide varied administrative and technical assistance to one or several managers, supervisors or others
- Research, compile and summarize a variety of informational materials and prepare periodic or special reports
- Demonstrate proficiency, speed and accuracy using Microsoft Word and Microsoft Excel to meet the department's production requirements
- Actively participate and function in a team-based environment
- Demonstrate creativity, innovation and self-motivation improve work and department
- Understand and rapidly respond to a broad range of demands made to the department or division



- Work effectively in a high volume, high visibility office environment and multi-task in an environment with frequent interruptions and changing priorities
- Maintain professionalism while dealing with employees, members of the public and all other contacts coupled with sensitivity toward organizational impact is a necessity

## Minimum Qualifications

### Education and/or Experience:

- 2-year Associate degree (either an AA or AS), which included completion of college level courses in business, public administration, contract law or a closely related field. Additional position-related experience may be substituted on a year-per-year basis in lieu of the degree/certificate requirement.
- A minimum of one year recent purchasing, contracts or related experience performing a variety of duties, including advanced knowledge of Microsoft Office and the ability to quickly learn other software programs to include electronic procurement, ERP and procurement/inventory systems.
- Transit and/or public agency contract management experience is desirable.

### Physical Requirements:

Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.