

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ADMINISTRATIVE SPECIALIST II
DEPARTMENT: FINANCE - PURCHASING
REPORTS TO: PURCHASING MANAGER

JOB CODE: 5104
DATE: 2/09

JOB SUMMARY:

Performs important administrative work in support of the city's purchasing activities. Uses independent discretion and judgment in coordinating the administrative operations of the department. Relieves Purchasing Agent of administrative details by composing correspondence on own initiative, scheduling appointments and meetings, responding to requests for information and assistance, resolving problems and complaints, and handling telephone calls. Handles confidential and/or sensitive information requiring the use of discretion and tact. Serves as administrative assistant to the Purchasing Agent

ESSENTIAL JOB FUNCTIONS:

Assists Purchasing Agent with administrative tasks such as copying, typing, and composing complex documents and mailings; assists with training, filing, and scheduling; assists with bid and RFP openings. Assists with purchasing policies and procedures compliance.

Receives, reviews, enters, processes, and distributes purchase orders.

Processes daily mail and distributes as appropriate.

Monitors and manages purchasing e-mail account for inquiries, issues, and requests for information.

Reviews and compiles bid and RFP documents into appropriate format for mailing, Web presence, and advertising.

Orders office supplies as needed.

Collects fees for plan sales and deposits into appropriate accounts.

Maintains complete purchasing log of all bids, RFPs, surplus sales, and waivers.

Assists city employees and outside vendors with purchasing-related issues and needs.

Notarizes documents.

Develops, maintains, and ensures the operability of purchasing Web sites.

Gathers, compiles, and processes purchasing statistics and surveys in a usable format for the Purchasing Agent.

Develops and maintains various databases for purchasing-related activities.

Scans various documents into electronic format for purchasing activities.

Creates and maintains CCTV PowerPoint slide advertising of purchasing activities.

Tracks, maintains, and processes payroll time records and weekly payroll for the purchasing division.

Processes invoices and change orders as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal
General Office Equipment
Multi-line Telephone

Typewriter
Calculator
Fax Machine

Copier
Adding Machine

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school degree or equivalent and,

3 - 5 years of progressively responsible administrative experience which includes interaction with high level officials and managers; or,

Any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Notary Public License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Administrative policies and procedures related to the administration of the department.

Budgetary principles and practices.

Technical financial terminology.

Modern office methods, procedures, equipment, business letter writing, and standard clerical techniques.

Word processors or computers.

Techniques of effective time management.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Record keeping, report preparation, filing methods, and records management techniques.

Skill in:

Communicating effectively with others, orally and in writing.

Using tact, discretion, initiative, and independent judgment within established guidelines.

Dealing courteously and diplomatically with various levels of staff and the general public.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Typing complex documents containing numeric information or technical terminology.

Using computers to create and manage files, records, spreadsheets, and databases and to enter and retrieve information.

Operating general office equipment.

Compiling, composing, and maintaining reports.

Understanding and carrying out complex written and oral instructions.

Mental and Physical Abilities to:

Handle situations in which others may be angry or argumentative.

Establish and maintain effective working relationships with others.

Attend night meetings or hearings, when required.

Read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Write reports, correspondence, and procedure manuals.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office, stockroom, or warehouse.