

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Purchasing Assistant

Part Time: Annual or Seasonal

Division: Administration

Effective Date: 3/20/2017

Prepared by: R. Klose

Approved by: R. Vitale

Position Charter:

Under the direction of the Qualified Purchasing Agent, compiles information to prepare bids, quotes, and Requests for Proposals (RFP's) for the proper procurement of materials, supplies, equipment or service, as well as reviews and edits specifications/scope of work, including maintaining files, and responding to routine inquiries. Position assists in entering requisitions and purchase orders in the financial system.

Essential Functions:

- Performs general and departmental clerical functions (ex. Answering the telephone, distribution, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Assists with preparing formal bid documents for items and services for the purpose of ensuring that material is in compliance with federal and state procurement regulations.
- Compiles reference data from a variety of sources (ex. Local and state codes, policies, vendor sources, etc.) for the purpose of reviewing compliance with policies and procedures.
- Performs clerical work in support of the preparation of contracts following the award of bids, prepares all correspondence, contracts and all related documentation concerned with purchasing matters.
- Assists end-users in the preparation of specifications for the solicitation of goods and services for accuracy and adherence to policies and procedures of the Purchasing Department.
- Assists in relevant duties involved in receiving, tabulating and recording of bid/RFP results; posts bid/RFP results to Purchasing Resource Folder.
- Assists in determining and entering information in compliance with The Public Works Contractor Registration Act and the Prevailing Wage statute of the State of New Jersey.
- Assists in researching New Jersey State Contracts and County Cooperative Pricing Contracts to offer alternative purchasing opportunities for the procurement of goods and services.
- Responds to inquiries of staff and administration regarding purchasing procedures for the purpose of providing information, directions and/or referral for addressing inquiry.
- Communicates with vendors by telephone and/or correspondence, answers phone calls and responds to email.
- May be responsible for preparing routine purchase specifications.

Other Functions:

- As requested, respond to Open Public Records Act (OPRA) requests and inquiries as received by fax or email.
- Maintains records and files in an orderly fashion ready for various audits and in accordance with State of New Jersey County Agencies General Records Retention Schedule.
- Assists in entering requisitions and approved purchase orders for the purpose of updating and distributing information and or acquiring resources in compliance with established guidelines.
- May be required to access information to answer routine inquiries, such as status of requisitions/payments; vendor information; contract schedule and pricing; resolution information; NJ State Contract and NJ State Registration Certificates on file.
- May be required to solve purchasing problems including complaints and disputes by researching particulars of the situation to determine appropriate action and achieve resolution.
- Performs other additional duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

Qualifications:

- Baccalaureate or Associates degree from an accredited institution of higher learning in Accounting, Business Administration, Finance or other related field.
- Two years of procurement experience preferable in the capacity for a public employer performing duties relative to those of public procurement provided, however, that additional years of experience may be substituted for years of higher education, on a one to one basis.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.