

City of Lake City, FL

Classification Description

Classification Title: PROCUREMENT CLERK
Department: PROCUREMENT

Pay Grade: 9
FLSA Status: Non-Exempt

General Description

This position involves technical work processing bids for materials, supplies and equipment, as well as office work of moderate difficulty, variety and specialization in the area of procurement. The Procurement Clerk works with outside consultants, vendors, contractors and end user departments and must have the ability to develop working relationships as well as a professional image. The Procurement Clerk must have the ability to analyze and appraise data related to procurement policies. Work is performed under the general supervision of the Director of Procurement.

Nature of Work

Essential Functions:

- Serves as receptionist in the department; answers telephone and gives information in response to inquiries, complaints, public record requests; maintains departmental accounts, records and statistical data.
- Prepares and assists in the preparation of bid documents, proposals, and quotes.
- Participates in bid evaluations and performs detailed analysis.
- Reviews and approves invoices as to compliance with procurement policies and procedures.
- Type's correspondence, accounting and statistical tables and miscellaneous materials prepared by Director of Procurement, enters and prepares data for distribution.
- Issues and receives vendor applications and maintains vendor data base.
- Receives and processes mail, files office correspondence and records, determines proper file designation and cross-reference to be used and sees that the proper distribution and disposition of notices, memoranda, directives, and related material is made.
- Assists in warehouse operation including, but not limited to, receiving deliveries, maintaining stock rooms and issuing supplies.
- Performs record disposition for department.
- Performs Fleet acceptance, licensing and tags.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Uses small office equipment, including copy machines or multi-line telephone systems, small/light equipment, pallet jack and forklift.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job includes:

- Knowledge of standard office practices, procedures and equipment;
- Ability to learn and apply procurement practices, procedures and regulations;
- Ability to perform varied office, clerical and warehouse duties;
- Ability to keep records and prepare reports;
- Ability to operate work related equipment;
- Ability to communicate effectively, both orally and in writing; and
- Ability to work effectively with co-workers, vendors, and the general public.

Minimum Qualifications: Must be a high school graduate or possess a General Education Diploma (GED) and three (3) years of clerical experience including data input. Must possess a valid Florida's Driver's License.

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access, input and retrieve information from a computer
- Ability to sit at a desk and view a display screen for extended periods of time
- Ability to lift 50 lbs.

Environmental Conditions:

- Work will be performed in an inside office environment, a warehouse environment and occasionally, in an outside environment.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

Print Name

Date

Signature