



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Purchasing Assistant
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Department: Administration - Purchasing

Pay Grade: 115

FLSA Status: Non-Exempt

JOB SUMMARY

The Purchasing Assistant supports the Purchasing Coordinator by facilitating procurement activities, managing vendor relations, and ensuring efficient, policy-compliant purchasing service for all city departments.

ESSENTIAL JOB FUNCTIONS:

- Assist in the evaluation of quotes and bid proposals from suppliers for the preparation and processing of purchase orders for goods and services and ensure all purchases are in compliance with the purchasing ordinance.
- Review and verify purchase requisitions for accuracy and completeness including alignment with account numbers, budget availability, and receipt of department and/or City Commission approval.
- Communicate with vendors to obtain product information, pricing, and availability.
- Ensure compliance with city-specified policies for Purchasing Cards, Direct Payments and Petty Cash.
- Track and monitor purchases and follow up on open purchase orders.
- Run PO Reports daily and provide weekly analysis.
- Maintain and update purchasing records and vendor database ensuring compliance with necessary licensing and insurance requirements.
- Work as a liaison between the Treasury department and vendors to ensure accuracy of vendor's personal and banking information.
- Prepare and process all basic rehabilitation and American Rescue Plan Act (ARPA) bid projects in accordance with city and federal policies and procedures. Accurately analyze and provide summary results, making sound recommendations.

- Assist Accounts Payable division with the resolution of vendor billing disputes, shipping disputes, and fraudulent charges on city-assigned purchasing card statements.
- Review and update city-specific policies for Purchasing Cards, Direct Payments, and Petty Cash as necessary.
- Manage fiscal year opening and closing procedures for purchase orders. Provide final encumbrance carry over report to Chief Financial Officer.
- Provide administrative support, including filing, data entry, preparing correspondence, memos and bid documents.
- Train department staff on Purchasing Process.
- Assumes duties of the Purchasing Agent in his/her absence as assigned, including conducting bid openings and preparing sealed bid proposals as required by city purchasing ordinance.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree in business, finance, supply chain management, or a closely related field;
- Three (3) to five (5) years of work experience in a procurement or other field directly related to the essential duties and responsibilities of position;
- Experience preparing and distributing Request for Quote (RFQ) forms and sealed bid proposals preferred;
- Experience dealing with vendors relating to purchasing goods and services;
- Or equivalent training, education, and/or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common software applications such as Microsoft Office Suite and related financial management software.
- Knowledge of insurance required for contracts and an understanding of certificates of insurance, contract compliance agreements, licenses, and tax ID information.
- Skill in completing assignments accurately with attention to detail.
- Skill in data entry and filing, planning and organization and time management.
- Must be a self-starter with demonstrated ability to work independently and perform duties within scheduled time limits.
- Skill and experience in being a self-starter with demonstrated ability to work independently and perform duties within scheduled time limits.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to exercise judgment and make decisions based on established policies and procedures.
- Experience and ability to positively interact with city staff and vendors.

PHYSICAL DEMANDS:

The work is light work which required exerting up to 35 pounds of force occasionally and/or negligible amount of force frequently or constantly. Employee may be required to carry, hold, lift, push and pull minimum of 35 pounds of computer papers and retrieve records and/or supplies from vault or storage.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to the position for which I am applying and/or the current position and that I am responsible for meeting the requirements outlined in this job description.

The City of Texas City has the right to revise this position description at any time, and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date