

## **BID & CONTRACT ASSISTANT**

**PURPOSE:** Process solicitations and contracts in support of Purchasing Division staff to meet expectations for quality service.

### **FUNCTIONAL AREAS:**

1. Process solicitations and contracts.
  - \* A. Create, enter information and maintain manual and automated files, databases, and programs.
  - \* B. Maintain tracking systems and produce reports for outstanding requisitions, purchase orders, contracts, and bid projects.
  - \* C. Monitor activity regarding Council actions.
  - \* D. Prepare award documents, including necessary follow up.
  - \* E. Create and arrange for all required procurement advertising.
  - \* F. Prepare a variety of solicitation documents according to instructions provided, and prepare labels for mailing.
  - \* G. Process all monies received in the form of cash or check for the sale of plans and specifications.
  - \* H. Review and approve standard form contracts up to \$5,000.
  - \* I. Maintain Purchasing websites with the latest and most accurate information.
  - \* J. Prepare and assemble a variety of construction, service and professional services contracts according to standard practice and instructions.
  
2. Perform related duties.
  - \* A. Provide primary administrative clerical support for the division, coordinating front desk and office support functions.
  - B. Provide training related to bid preparation for personnel in other departments.
  - \* C. Collect and maintain the city's primary collection of insurance certificates, and communicate regularly with the Attorney's Office, insurance companies, and contractors to obtain required documents.
  - \* D. Develop and prepare resolutions for Council approval.
  - \* E. Provide quality customer service to customers via phone and in person.
  - F. Perform related tasks as assigned.

### **JOB REQUIREMENTS**

#### **Education & Experience Requirements**

- ◆ A. Two (2) years of clerical support experience in purchasing, accounting, budgeting, store keeping or other procurement related field.

Knowledge Requirements

- ◆ A. Knowledge of basic purchasing methods, practices and terminology.
- ◆ B. Knowledge of modern office practices, procedures and equipment.
- ◆ C. Knowledge of modern record keeping techniques.
- ◆ D. Knowledge of telephone etiquette.
- ◆ E. Knowledge of construction activity and terms.
- ◆ F. Knowledge of insurance requirements and terms.

Skill Requirements

- ◆ A. Strong organizational skills.
- ◆ B. Skill in operating standard office equipment.
- ◆ C. Skill in operating a personal computer and software applications, including word processing, database, and spreadsheet to effectively produce reports and other documents.
- ◆ D. Skill in effectively communicating verbally and in writing.

Ability Requirements

- ◆ A. Ability to prepare reports, letters, memos and other documents.
- ◆ B. Ability to work under pressure and to meet deadlines.
- ◆ C. Ability to maintain complex records.
- ◆ D. Ability to establish and maintain effective working relationships with other employees, outside agencies, and the public.
- ◆ E. Ability to read, comprehend, and interpret data from a number of sources.
- ◆ F. Ability to attend work on a regular basis.

Physical Requirements

- ◆ A. Ability to sit for extended periods.
- ◆ B. Ability to lift and carry plans, files and bid documents weighing up to 20 pounds.
- ◆ C. Fine dexterity to operate computer, calculator and other office equipment.
- ◆ D. Visual acuity to inspect documents for accuracy.
- ◆ E. Ability to hear and speak to exchange information.
- ◆ F. Ability to occasionally bend, stoop and reach for supplies, files, etc.

- \* Essential functions of the position
- ◆ Job requirements necessary the first day of employment

Anlst: JA	Class: 4227	Union: Basic	Pay: 129	CSB: 20090804
CC: 20090928	Res: 09-0585R	EEOC:Paraprofessional	EEOF: Admin/Finance	WC: 8810