



CITY OF MONROE

To: All Departments  
From: Chris Cross, Director of Purchasing  
Date: May 15, 2019  
Re: Job Opening July 28, 2021 – Purchasing Clerk

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There are two (2) vacant position that exists within the Purchasing Division. If these positions are not filled by a city employee within 10 working days of this notification, it will be open to the public on 8/13/2021.

**POSITION TITLE: PURCHASING CLERK**

**NATURE OF WORK**

The Purchasing Clerk reports directly to the Purchasing Director and is under the general supervision of the Buyer and Contracts Administrator. The Purchasing Clerk supports the purchasing division activities by ordering supplies, providing administrative support, maintaining inventory levels, and purchasing records throughout the procurement process. Works closely with all departments within the City of Monroe to ensure purchasing needs are meet. Assist in the solicitation of bids and quotes from vendors for competitive prices on materials, repairs, supplies and equipment for the City of Monroe as instructed by the Buyer. The Purchasing Clerk also assists the Buyer and Contracts Administrator in the development of detailed specifications, preparation of bid packages and contract documentation. The Purchasing Clerk performs other duties as assigned by the Director of Purchasing, Buyer and Contracts Administrator.

**DUTIES AND RESPONSIBILITIES**

- o Issues purchase orders for the purpose of completing the purchasing processes in accordance with establish procedures.
- o Receive and process purchase requests through telephone quotes and written bids in accordance with monetary limits mandated by the City of Monroe's Purchasing Policy and the Louisiana State Statute Governing Municipalities, Title 38.
- o Evaluate and authorize or reject and confirming purchase requests.
- o Assist vendors/public in the review of formal and informal bids as needed.
- o Assist the Buyer with processing formal advertised bids.
- o Responsible for learning all commodities, maintaining a good working knowledge of the City of Monroe's Purchasing Procedures and the provisions of the Louisiana Statute Governing Municipalities, Title 38.
- o Prepare Purchase Orders
- o Maintains Purchase Records
- o Coordinates Vendor Activities
- o Maintains files and scan (bids & contracts) documents.
- o Creates files and updates vendor files and related documentation.
- o Generates and files departmental related reports or documents relating to the Division's purchasing function.

These examples of essential functions as listed above in this job classification specifications are not necessarily descriptive of any one position in this class. The omission of an essential function of work does not preclude management from assigning duties not listed herein.

## **MINIMUM QUALIFICATIONS**

### **Training and Experience**

- A minimum high school Diploma or GED equivalent.
- Three (3) years of office experience. Knowledge of New World software is desirable or acquire working knowledge within a 90-day working period will be acceptable.
- Louisiana Procurement Code RS 38 knowledge and understanding preferred.
- Operating standard office equipment including MS Office Applications, copy machine, fax machine and scanner.

### **Knowledge, Abilities and Skills**

- A good working knowledge of word processing, windows operating system and spreadsheet applications. High organizational, records management and control skills. Knowledge of general purchasing and warehouse procedures. Meet all deadlines. Ability to work with various levels of city employees. Maintain confidentiality of records and information, diplomacy, tact and professionalism in actions and dress. Ability to communicate with vendors, contractors and the general public. Ability to work in demanding and emergency situations.

## **LICENSES AND CERTIFICATES**

A valid driver's license.