

# NEW CASTLE COUNTY GOVERNMENT

Number 0143

## CLASS SPECIFICATION

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Date 07/19/2022

**Title:** ASSISTANT PROCUREMENT AGENT

**Approved:**



GENERAL STATEMENT OF DUTIES: Performs responsible paraprofessional and technical work to assist in a variety of procurement and contract-related activities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for performing tasks as assigned to facilitate the procurement of supplies, materials, and equipment. Responsibilities include obtaining informal bids and quotations, managing routine annual bid contracts, collecting and maintaining technical information related to contracts and purchases; processing purchase orders and change orders, following up on delivery and timely receipts of items; managing the bid application, electronic bid notifications and vendor identification applications and managing the on-line auction processes. This employee may assist with various community outreach vendor initiatives. This employee may also be responsible for basic accounting functions under the direction of the individual(s) responsible for the budget. Work is performed under the general supervision of the Chief Procurement Officer, Senior Procurement Agent, or other designated supervisor.

EXAMPLES OF WORK: (Illustrative Only)

- Examines requisitions and secures price and delivery quotations;
- Ensures the accuracy of all bid pricing calculations;
- Drafts routine specifications for informal bidding and manages straightforward annual contracts;
- Assists in collecting technical information for the development of bid specifications for services, supplies, and equipment;
- Processes purchase orders and change orders;
- Maintains the Procurement website, bid application, and manages the electronic notification of bids;
- Manages the bid and vendor identification application systems;
- Manages on-line auction processes;
- Expedites orders, contacts vendors, checks invoices, and investigates discrepancies;
- May perform paraprofessional accounting work to monitor accounting and cash flow;
- Provides information to departments regarding purchasing policies and requirements;
- Handles complaints or requests from the public concerning information;
- Prepares and maintains necessary records and reports;
- Designs forms for use in internal systems and procedures;
- Directs the handling of correspondence and telephone calls, establishing policies and procedures to follow in making assignments;
- Operates a personal computer and other related equipment in the course of work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Some knowledge of procurement practices; some knowledge of expediting methods and practices; some knowledge of the supplies, materials, equipment, and services essential to County operations; thorough knowledge of modern principles and practices of business and office management; ability to evaluate problems and draw valid conclusions; ability to oversee the work of others; ability to establish and maintain effective working relationships with vendors, other departments, agencies, and the general public; ability to communicate effectively, both verbally and in writing.

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**Title:** ASSISTANT PROCUREMENT AGENT

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**MINIMUM QUALIFICATIONS:** At least three (3) years experience in responsible clerical or clerical-accounting work, including the requisitioning or purchasing of commodities and possession of a high school diploma or GED certificate; or possession of an Associate's or Bachelor's Degree from an accredited college or university with major course work in finance, business administration or public administration; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent.

**HISTORY OF REVISIONS:**

Established: 02/23/10  
Revised: 08/02/19  
Revised: 07/19/22