



THE CITY OF LOS ANGELES

CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

3-9-01

**PROCUREMENT AIDE, 1868**

**Summary of Duties:** Performs paraprofessional duties in assisting professional Procurement Analyst staff by purchasing goods, materials, and services for use by City departments and performing related staff work; and does related work.

**Distinguishing Features:** A Procurement Aide performs a variety of paraprofessional duties in assisting professional Procurement Analyst staff. This class is distinguished from Procurement Analyst by the fact that Procurement Aides do not normally exercise independent judgment and that they normally assist professional staff by establishing the more routine supply agreements and purchase orders for goods, materials, and services. Assignments normally are given verbally and in writing and results are evaluated by the outcomes achieved.

Procurement Aide is a temporary training class as defined in Civil Service Rule 5.30 and employment in the class is limited to five years during which time the incumbent is expected to qualify for promotion.

**Examples of Duties:** A Procurement Aide:

- Coordinates more routine supply agreements and purchase orders by arranging and conducting bidders conferences, evaluating bids, assisting in negotiating with suppliers, consulting with the City Attorney's Office for appropriate contract forms and requirements, administering the more routine commodity based supply agreements, monitoring supplier performance, and gathering information to aid in resolving problems that arise from the supplier and/or from end users;
- Assists Procurement Analysts in establishing and monitoring the more complex supply agreements and on special projects;
- Prepares and presents narrative reports to management on status of assignments and purchasing activities;
- Participates in Contracting Team activities from the development of the RPB or RFB to the award of the contract; and
- Participates in supplier outreach events by explaining the City's contracting process to the supplier community.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

**Knowledge of:**

- Laws, regulations practices, and procedures related to City purchasing activities;
- Purchasing policies, procedures, and forms for routine purchases of supplies;
- Sources of supply for a wide variety of commodities;

- Factors used to determine acceptance of bids;
- Data processing methods that apply to purchasing activities;
- Principles and requirements of editing, writing, and revising specifications; and
- Purchasing terminology.

**The ability to:**

- Communicate effectively and tactfully with a wide variety of employees, vendor's representatives, officials, and City management;
- Prepare effective written communications;
- Coordinate and organize work for the purpose of establishing deadlines and prioritizing work;
- Keep accurate records of purchasing activities; and
- Make effective oral presentations to individuals and groups.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

**Minimum Requirements:** Two years of full time paid employment in **either** administrative support activities related to purchasing activities in a class at least at the level of Senior Clerk Typist, **or** in Storekeeping activities in a class at least at the level of Storekeeper.

**License:** A valid California drivers license may be required prior to appointment.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**