

**NOTICE  
THE CITY OF WEISER**

is currently accepting applications for a Deputy Purchasing Agent

**NATURE OF WORK**

The position of Deputy Purchasing Agent works under the direct supervision of the City Clerk and Public Works Director / Purchasing Agent and is responsible but not limited to, general administrative duties, answering and directing phone calls, operating computer to log in materials to make updates to inventory in stores. Providing counter assistance to customers and vendors, and monthly accounts payable.

The position involves the overall operation of the stores department.

**ILLUSTRATIVE EXAMPLES OF WORK**

Works with Purchasing Agent on ordering all materials and supplies.

Keep records of supplies ordered prior to permanent entry.

Answers telephone providing customer service and directing calls as required.

Issue purchase orders for purchases of materials and supplies.

Work with vendors on scheduling orders, and tracking catalog records.

Keeping records of all materials leaving and entering stores inventory.

Maintains public records.

Complete monthly accounts payable for city council approval.

Keep financial records for all purchases by departments of budgeted materials.

Other general administrative duties as directed by City Clerk / Public Works Director.

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of general office practices and ability to operate office equipment requirements including but not limited to computer, copy machine, fax machine.

Knowledge of purchasing practices and inventory control.

Ability to complete assigned task in a timely manor.

Must possess public relation skills and demonstrate ability to deal with the public in a positive and professional manor.

Ability to lift, move and carry 50 lb, climb ladders, stand for long periods of time.

Drive forklift loading and unloading daily deliveries.

**REQUIRED EXPERIENCE AND TRAINING**

High School Diploma or GED.

Three years of general administrative experience.

Working knowledge of Windows 7, Microsoft Word, Microsoft Excel.

The City of Weiser is now accepting applications for this position. Applications are available at Weiser City Hall Monday through Friday during regular business hours or at our website [cityofweiser.com](http://cityofweiser.com). Closing date is Friday 5:00 p.m., August 4, 2017. The City of Weiser is an equal opportunity employer.