



Job Description: Seasonal Budget/Purchasing Manager Assistant

PAY GROUP: Hourly

OCCUPATIONAL CATEGORY: Administrative Support

JOB TITLE: Seasonal Assistant

FLSA: Non-Exempt, Seasonal

OBJECTIVE:

To ensure accurate clerical or records keeping work in accordance with city and departmental procedures and regulations.

ORGANIZATIONAL RELATIONSHIPS:

1. **Reports to:** Budget/Purchasing Manager.
2. **Directs:** Does not supervise any employees.
3. **Other:** Has contact with other departments and the general public. Will have contact with local, state and federal agencies.

GENERAL STATEMENT OF DUTIES:

This is a responsible position that requires considerable independent judgment and initiative. The position's duties will include communicating, both verbally and in writing, with all levels in the organization, as well as the public regarding purchasing and budgeting matters. Duties include many administrative functions including but not limited to typing; maintaining files and records; and performing accurate accounting and budgeting functions.

ESSENTIAL JOB FUNCTIONS:

- Must adhere to strict confidentiality regarding all aspects of the job;
- Communicate effectively, courteously and clearly in English with the public and other City Employees by telephone, in person, and in writing;
- Complete, organize bid packets for distribution;
- Distribute bid documents to vendors;
- Compile information, research issues and compose reports to provide information and support to management;
- Responds to routing inquiries from vendors relating to bid documents;
- Efficiently and accurately enter data and updates in mBudget;
- Organize and distribute budget preparation and development documents;
- Operate all office equipment used to perform duties of the position, including minor maintenance;
- Accurately complete mathematical equations;
- Accurately alphabetize and accurately record numbers in numerical order;
- Competently perform under stress when confronted with high priority situations and distractions;
- Perform a variety of tasks, often changing quickly from one task to another without the loss of efficiency and composure;

- Accurately see, read, comprehend and record information in a timely manner from reports, correspondence and computer screens and printouts;
- Operate a computer terminal for the retrieval of information and data entry;
- Comprehend and perform applicable Departmental orders;
- Conduct special research;
- Must comply with rules and policies, including, but not limited to time, attendance, dress code and safety rules;
- Must be physically fit to perform all essential job functions in order to protect the public;
- Must arrive at work on time and maintain a regular and reliable level of attendance.

OTHER IMPORTANT JOB FUNCTIONS:

- Knowledge of and ability to operate modern office machinery;
- Ability to establish and maintain effective working relationships with co-workers, employees in other city departments;
- Knowledge of customer service and public relations practices and methods;
- Ability to deal effectively with the public;
- Ability to understand and follow complex oral and written instructions and to request clarification when needed;
- Carry, drag, lift, push or pull up to 20 lbs.;
- The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this position. Employees may perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Working knowledge of business English, spelling, and arithmetic, basic accounting and financial statements, of office practices and procedures, and of departmental rules and regulations; ability to understand and carry out oral and written instructions and to request clarification when needed; ability to maintain established records and files; ability to meet the public well and to deal effectively with their questions; ability to establish and maintain effective working relationships with co-workers and officials in other departments; ability to communicate effectively and courteously at all times.

CONDITIONS OF EMPLOYMENT:

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to be successful in the position.

Must have and maintain a satisfactory driving record, if applicable.

CERTIFICATES AND LICENSES REQUIRED:

Valid Texas motor vehicle operator's license, if applicable.

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0945 or 817-645-0915

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