



**Job Posting– August 4<sup>th</sup>, 2020**  
**Deadline- August 11<sup>th</sup>, 2020**  
**Full Time-Head Administrative Clerk**  
**Procurement Department**

**Position Summary:** The Head Administrative Clerk performs a variety of detailed clerical work and record keeping of a highly responsible nature as well as other related work including but not limited to reviewing a variety of documents submitted by other city departments and reviewing data processed within MUNIS.

**Essential Functions:**

Essential functions include but are not limited to checking for accuracy on requisitions, invoices and purchase orders. Converting requisitions to purchase orders. Distributing purchase orders to vendors and city departments. Assisting the Chief Procurement Officer with various procurement related tasks; communicating bid results to vendors and the public, updating the Purchasing Page on the City website, sending out bid documents by request. The Head Administrative Clerk works closely with the materials coordinator, city departments, vendors and the public.

*The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**Knowledge, skills, and abilities required:** Candidates should have knowledge of general office procedures & decorum and be comfortable working in a fast-paced environment with attention to detail and accuracy. The ideal candidate should understand basic accounting and procurement principles (requisitions, purchase orders, invoicing, 3 or 5-way matching). Candidates must have excellent computer and phone skills, customer service experience and a willingness to learn the basic duties of this position. Experience using MUNIS or another enterprise software program is preferred. Proficient in Microsoft Office to include Word & Excel, GMAIL.

**Education, certification, licensure, or other similar required:** High school graduate or GED, three years' experience in responsible office and clerical work. Experience in procurement, invoice processing, or accounting highly preferred.

**Supervision:** Works under supervision of the Chief Procurement Officer.

**Job Environment:** General office conditions; the workload is subject to the billing and supply needs of city departments. Errors could result in delay or loss of services, personal injury to others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

**Physical Requirements:** This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employment Status & Hours:** Regular Full Time, 35 hours per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

**Fair Labor Standards Act (FLSA) Status:** Non-Exempt

**Pav Rate:** \$20.19 - \$21.46/hourly paid biweekly (Grade S-17, NAGE)

**Employee Benefits:** Health, Dental, Life Insurance and Flexible Spending Account (FSA)

Please respond by EMAIL ONLY to include *letter of interest and resume* to:

[Personnel@HOLYOKE.org](mailto:Personnel@HOLYOKE.org)

**NO PHONE CALLS OR WALK-IN INQUIRIES**

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