CONTRACT AND SUPPLY AIDE

GENERAL STATEMENT OF DUTIES: The work involves preparing and organizing contracts and bid specification for the Board of Contract and Supply: does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent prepares the official minutes of the meetings of the Board of Contract and Supply. The Board has the responsibility for holding public auctions for all City owned real property for which the scale has been approved by the Common Council. The person in this position must draft a type related public notices, resolutions and correspondence. In addition, the incumbent must attend the auctions in order to collect a percent of the purchase price and obtain necessary information from the purchaser. The work is performed under the direct supervision of the City Clerk. The Contract and Supply Aide delegates and supervises staff member’s work assignments related to Contract and Supply matters.

EXAMPLES OF WORK: (Illustrative Only)

Drafts and types related correspondence, legal notices, resolutions, and budgetary work for bids;
Prepares and organizes contracts and bid specifications.
Attends public auction of City-owned property;
Assists the City Clerk with complying records requested by the public under the Freedom of Information Law;
Handles the Payroll and all personnel changes for the City Clerk’s office;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of general office practices and methods, including supervisory skills; Good knowledge of business English, spelling and punctuation; ability to type rapidly and accurately from a rough draft or clear copy; ability to maintain records in a concise and organized manner; ability to calculate mathematical equations and figure; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.