



Delta Police Department

PURCHASING ASSISTANT

Posting #: CI20-04	Posting Date: February 19, 2020	Closing Date: February 26, 2020	
Affiliation: CUPE	Status: Regular Part-Time (RPT)	Salary: Pay Grade 15 \$25.82 - \$30.33	Hours: Mon-Thu OR Tue-Fri (TBD) 0800-1600

Nature and Scope of Work:

This is clerical, elementary purchasing and manual work in providing purchasing assistance, stores and record keeping services for the Department. An incumbent of this class assists the Buyer in requisition, receipt, processing, storage and issue of a variety of supplies, police uniforms and accessories, equipment and parts; and maintains and monitors inventory. An incumbent exercises some independence of judgment and action within well-defined methods and procedures, referring unusual or more complex matters to a superior. Work performance is reviewed by a supervisor in terms of completeness, accuracy and effectiveness of services rendered.

Required Knowledge, Skills and Abilities:

- Sound knowledge of purchasing and storekeeping methods and procedures governing the work performed.
- Sound knowledge of business English, spelling and arithmetic and modern office procedures.
- Working knowledge of record keeping, filing and related functions and of the applicable departmental practices, rules and regulations.
- Ability to perform manual work and clerical purchasing tasks related to the work and to do so under minimal supervision.
- Ability to make routine decisions according to established policies and procedures.
- Ability to maintain a variety of records and to make arithmetic calculations rapidly and accurately.
- Ability to understand and execute oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and suppliers.
- Ability to operate equipment used in the work.

Desirable Training and Experience:

Completion of Grade 12 preferably supplemented by or including courses in bookkeeping and purchasing fundamentals plus some related experience OR an equivalent combination of training and experience.

Required Licenses, Certificates and Registrations:

- Driver's License for the Province of British Columbia
- Security clearance is required and will be maintained throughout employment.

Hours of Work:

Regular Part-Time position, non-standard 28-hour work week. Hours of work will be 8:00am to 4:00pm, four (4) days per week – Monday to Thursday or Tuesday to Friday to be determined based on requirement.

APPLICATION PROCESS

Applicants will be required to submit a resume and cover letter for this position, complete clerical/computer-based testing, and participate in a panel interview. Please submit application documents to **Katie Pokorna, Human Resources Assistant, by 1600** on the **closing date indicated above** via e-mail: kpokorna@deltapolice.ca. When applying for this position, please quote the posting number.