

Purchasing Specialist

FLSA Status: Exempt

Department: Finance

Reports to: Executive Director of Financial Services

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The Purchasing Specialist is responsible for the purchasing or supervising the purchasing of general supplies, services, equipment, and construction required by County departments; operation of the automated purchasing system; and disposal of obsolete or surplus material and equipment. The Purchasing Specialist works in compliance with established laws, regulations, and ordinances.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Responsible for planning and organizing the purchasing of general supplies, services, equipment, and construction required by County departments
- Review requisitions for accuracy and completeness and determining method of purchasing based upon policy and procedures
- Receive and analyze quotations and bids and recommend bid awards
- Prepare bid packages or request for proposals
- Issue purchase orders and award contracts subject to approval
- Coordinate and consolidate County needs for standardized supplies, materials, and equipment
- Establish, interpret, and update County purchasing procedures, policies and operation manuals as needed
- Consult with and advise County officials, department heads, etc. regarding purchase needs, specifications, and scheduling
- Chair pre-bid and pre-proposal conferences to detect errors and clarify specifications or bid requirements
- Ensures the procurement process is efficient, effective, and transparent
- Provide for the disposal of obsolete or surplus materials and equipment as required
- Maintain a Bidder's Registration Program
- Maintain purchasing records
- Maintain and update the Purchasing Department's Homepage
- Other duties may be assigned as required

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree in related field or equivalent.
- Three years of business experience.
- National Institute of Government Purchasing Certified Professional Public Buyer Certification desired.

Knowledge, Skills, and Abilities:

- Knowledge of purchasing principles, methods, and procedures.
- Knowledge of a wide variety of supplies and equipment used by the County, with knowledge of sources of supply as well as market conditions.
- Knowledge of accounting is desired.
- Ability to construct and interpret financial proposals.
- Ability to establish and maintain effective working relationships with County officials, co-workers, vendors and bidders and the general public.
- Ability to communicate effectively (orally and written).
- Ability to lead discussions/meetings.
- Ability to evaluate situations and recommend corrective action when appropriate.
- Ability to analyze data, determine trends, etc.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In performing the duties of this position, it will be required to listen and communicate with supervisors and co-workers. This position requires the ability to sit for long periods of time. The required use of the computer and preparation of paperwork demands extensive use of hands and fingers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is inside an office building.