

PURCHASING SPECIALIST

Position Code: 2511
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 351
Location: Finance
Approval Date: 2019

General Statement of Duties

Under regular supervision, this position performs professional, administrative, and technical duties associated with purchasing. Responsibilities include assembling data, conducting research, preparing reports, and maintaining a variety of records and files. Work assignments are performed in accordance with established procedures, but require independent judgment, discretion and confidentiality in completing assignments. Work is performed under general supervision of the Purchasing Manager and is reviewed through observation and review of work completed.

Distinguishing Features of the Class

An employee in this class performs a variety of professional duties in monitoring of the Town's purchasing and related systems. Employee will also participate in the development of purchasing policies.

Duties and Responsibilities

Analyzes purchase order requests; confers with department personnel regarding specifications, quantity and quality of merchandise; assists or manages the opening of public bids.

Reviews departmental requisitions in order to generate purchase orders under \$10,000; distributes purchase orders to suppliers; contact prospective vendors to determine availability; delivery and cost.

Maintains records of retired equipment for surplus; and properly disposes of surplus equipment.

Monitors the compliance of the Town's procurement card usage

Collect and reconcile all purchasing card statements.

Reconcile fuel bills and other bills as needed

Assist Purchasing Manager with contract and bidding process.

Oversee the contract process for contracts under \$10,000, ensuring all documentation is present. Issue Purchase Orders to corresponding contracts.

Be knowledgeable of all areas of the Purchasing Department in order to carry out daily functions in the absence of the Purchasing Manager.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of standard local government accounting and purchasing principles and practices.

Working knowledge of Town program operations.

Knowledge of relevant federal and state laws, town ordinances, and department policies and procedures.

Thorough knowledge of computer operations as they relate to assigned tasks.

Ability to use independent judgment and discretion in order to interpret and apply federal, state, and local fiscal regulations and to analyze and correct budgetary problems and errors.

Ability to organize and present clearly oral and written reports of findings and recommendations.

Ability to establish effective working relationships with the public, departmental program personnel, and other departmental staff.

Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions.

Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

Minimum Education and Experience

Requires any combination of education and experience equivalent to an Associate's degree in accounting, business, or a related field and two to four years of experience in purchasing or related field.