

GORDON COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PURCHASING DIRECTOR

REPORTS TO: FINANCE DIRECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to implement and oversee the purchasing operations of the County, including purchasing policies and procedures, procuring goods and services in accordance with local, State and Federal regulations, and maintaining compliance with current contracts and leases for goods and services.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Implements and oversees purchasing operations for the County; ensures adherence to established purchasing policies and procedures; ensures all procurement activities comply with local, state and federal public procurement regulations and requirements; ensures the County obtains commodities and services which are high in quality, meet organizational needs and at the best price.

Processes purchase requisitions for materials, equipment and services; evaluates requests; discusses product or service requirements with requesting department; researches technical information; assists with developing specifications; determines most appropriate method of procurement; approves or denies requisitions; converts approved purchase requisitions to purchase orders; selects and confirms purchase orders; enters selected purchase orders..

Administers all aspects of sealed bid process; prepares invitation for bids; develops notices and advertisements and places them with newspapers and other sources of information; analyzes, evaluates and tabulates bids; checks references on potential contractors; makes recommendations, including attending Board of Commissioner meetings when bid recommendation is being made, and/or selects vendor or contractor; administers contracts and agreements.

Researches supply sources, secures price quotes and places orders with vendors for purchases that do not require formal bids.

Maintains current knowledge of supply sources, product developments, contract availability, and of regulations, policies and procedures for governmental procurement.

Provides information to vendors regarding policies and procedures and interviews for placement on vendor list; provides guidance and assistance to County departments on purchasing related issues; contacts vendors to discuss status of orders, resolve discrepancies, and to expedite delivery.

Maintains and updates records and files; prepares purchasing related correspondence and reports as needed; prepares and maintains division files and records.

Prepares or completes various forms, reports, correspondence, logs, check requests, financial reports, budget reports, regulatory reports, billing statements, audit documents, financial analyses, bid specifications, inventory reports, or other documents.

Receives various forms, reports, correspondence, purchase requisitions, purchase orders, bids, contracts, policies, procedures, manuals, chart of accounts, accounting principles, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Communicates with County officials, employees, other departments, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

Serves as a member of the Safety Committee.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Management, Finance, Accounting, or related field; five (5) year(s) of experience in procurement, preferably in a governmental organization, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Gordon County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.