

Purchasing Officer

Dept: Finance

FLSA Status: Exempt

General Definition of Work

Performs intermediate administrative work involving the procurement of supplies, materials and equipment and the maintenance of related records, and related work as apparent or assigned. Work is performed under the general direction of the Deputy Finance Officer.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assists, approves and monitors department purchase orders and related accounts payable.
- Develops and enforces purchasing policies and procedures.
- Responds to questions from department heads regarding purchasing.
- Communication with vendors; responds to inquiries.
- Manages procurement card process; distributes training information; assists with resolving issues surrounding procurement cards.
- Manages the accounting fixed asset system.
- Prepares requests for proposals and requests for bids; manages public notice process.
- Provides technical assistance to County departments.
- Reconciles general ledger account balances and prepares detail schedules for external auditors.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of procurement laws and regulations and sources of supply for a variety of goods and services; general knowledge of bookkeeping terminology, methods, procedures and equipment; general knowledge of modern office machines and procedures; ability to handle moderate to large sums of money without loss, and to maintain proper records; ability to learn the County's billing and collections procedures, budget items, as well as the general and special fund accounts; ability to understand and apply governmental accounting practices in the maintenance of financial records; ability to meet and deal courteously with the public; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with associates, vendors and the general public.

Education and Experience

Bachelor's degree and one to three years experience working in purchasing, accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the

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spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

None.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date