

PEACH COUNTY, GEORGIA CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PURCHASING MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer procurement activities for the County, in accordance with the County's purchasing ordinance and public procurement regulations, policies and procedures.

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.

Receives and reviews requisitions and purchasing requests from County departments; verifies and/or obtains authority needed to process request; meets with user department to define needs; determines most appropriate procurement method for competitive solicitation; and prepares purchase orders.

Prepares written bid specifications; develops Requests for Proposals; receives sealed bids and proposals; evaluates bids/proposals; prepares recommendations regarding contractor selection; and maintains related procurement files and documentation.

Contacts vendors; discusses products and services; obtains price quotes; and coordinates shipping dates for ordered products.

Enters procurement information including billing documents, purchase orders, and requisitions into procurement database; reviews vendor invoices and enters data into the accounts payable system; updates databases and automated files as needed; and generates reports and spreadsheets from information system.

Establishes and maintains fixed asset records; and updates records to reflect new acquisitions or property sales/demolition.

Receives materials and supplies; verifies quantities, invoices and billing information.

Attends Board of Commissioner meetings; provides information, updates and status reports regarding procurement activities; and researches Official Georgia Code to identify changes which affect County procurement activities.

Reviews and/or confers with user Department regarding ordered materials, equipment and supplies; ensures commodities and services conform to specifications; resolves problems arising from delivered products or services, vendor performance, or billing or shipping issues; and conducts on-site reviews of contractor work.

Establishes and maintains procurement files, records, lists and databases, to include documentation for sealed bids and contractor/vendor selection, contracts, invoices, and purchase orders; collects, compiles and submits records for

procurement audits; maintains titles for all County vehicles; prepares procurement activity reports; and prepares a variety of reports upon request.

Ensures that vendors have required liability insurance and maintain files of vendor insurance certificates. Maintains and seeks new vendors and sources of supplies; maintains list of vendors; keeps abreast of market trends, new product availability and changes in procurement functions; and assists departments with identifying sources for items, equipment and supplies.

Administers and updates vendor files, to include collection of required E-Verify information, S.A.V.E. (Systematic Alien Verification for Entitlements Program) documentation, insurance and workers' compensation certificates, and all other required tax and vendor documentation.

Serves as Card Administrator under the County's Credit Card Ordinance by overseeing the assignment of credit cards and collection of required expenditure documentation for all card usage and charges. Updates Credit Card User Agreements with Elected Officials as required.

Provides information and assistance to departments, vendors, suppliers and other parties with procurement issues and concerns; trains County personnel on procurement procedures and explains and interprets procurement policies, procedures, regulations and practices.

Manages Peach County's central store.

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

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in public procurement, finance, or a related field; supplemented by up to three (3) years previous experience and/or training involving government procurement; 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 and/or information using established criteria. Includes exercise of 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 with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

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

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks involve 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 sounds and visual cues or signals. Some tasks require the ability to communicate orally.

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

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