

EFFINGHAM COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: PURCHASING AGENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to administer the purchasing program for the County, including developing and implementing policies and procedures, managing the risk management program, and maintaining project files and correspondence.

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.

Develops and maintains purchasing policies and procedure; monitors and reports any violations of the purchasing policy.

Receives and verifies requisitions from various departments within the County.

Approves and signs off on all invoices.

Handles all condemnation proceedings on road right-of-way.

Maintains all county-owned vehicle tag and title documentation.

Ensures competitiveness of prices by researching, identifying, and establishing viable sources of supply; seeks competitive quotations; obtains sealed bids as necessary; maintains a list of qualified vendors and unqualified vendors; coordinates with and assists various department heads in preparing specifications for public bids; prepares contract documents, obtains necessary signatures, routes copies to all interested parties; maintains current files on all contracts in progress and completed contracts.

Ensures that a proper annual inventory is made and kept of all County-owned property and equipment by various departments.

Develops contract documents for services purchased through contractual arrangements; negotiates acceptable changes in contract terms and conditions with contractor; ensures that documents and procedures comply with established procurement regulations; consults with legal staff to phrase terms and conditions of contracts in a manner that protects the County.

Sets-up and conducts pre-bid conferences.

Supervises the County's Risk Management Program, excluding workers' compensation and employee medical programs; receives and responds to reports of accidents or claims and reports them to appropriate agents; periodically reviews County property to verify adequate insurance coverage; handles employee surety bonds; files claims.

Prepares and submits the County's annual property and liability insurance applications; prepares or completes various forms, reports, correspondence, or other documents; prepares all correspondence to the Department of Transportation for road contracts; places appropriate documents on agenda for Commissioners' approval; prepares various road documents for workshops; prepares all bid packages for road construction projects.

Manages equipment and supply "warehouse" for office supplies; compares prices and quality; places orders and maintains adequate inventory of frequently used items; fills orders from departments; prepares journal entries to charge departments for items received during month.

Assists with the budgeting processes by providing cost information to various departments

Oversees and takes responsibility for County beer and wine application process and maintenance of related documents

Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Serves as contact person for any problems or decisions regarding telephone system, cellular phones, pagers and other telecommunications; serves as contact person for any problems or decisions regarding county-owned copiers, typewriters, fax machines, computers, etc.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by college level course work or vocational training in business administration; supplemented by three (3) years previous experience and/or training that includes public or government procurement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain valid Georgia Notary Public certification.

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.

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, 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 communicate orally.

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

Effingham 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.