

City of Lake City, FL

Classification Description

Classification Title: PROCUREMENT SPECIALIST
Department: PROCUREMENT

Pay Grade: 1
FLSA Status: Non-Exempt

General Description

The position of Procurement Specialist is responsible for researching suppliers of goods and services. Duties will include gathering quotes, proposals, and purchase terms and conditions. Responsibilities will include ordering and issuing purchase orders for the General Building and the Procurement Department. Work is performed under the general direction of the Director of Procurement.

Nature of Work

Essential Functions:

- Cleans the office for the purpose of maintaining an organized and safe work environment.
- Schedules deliveries for the purpose of ensuring timely delivery of items.
- Communicates with vendors in person and telephone.
- Researches items available via other City, County and State Contracts.
- Communicates with employees and department heads with problems and solves the acquisition problems.
- Obtains quotes, both verbally and in writing for inventory and non-inventory items.
- Assist other departments with the purchasing of supplies/equipment as needed.
- Monitors and request insurance from vendors.
- Handles the disposition of assets for the City.
- Prepares various reports.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Skills are required to perform multiple, non-technical tasks with a need to occasionally upgrade

skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment using pertinent software applications.

Knowledge is required to perform basic math; understand written procedures, write routine documents, and speak clearly and solve practical problems. Specific knowledge to satisfactorily perform the functions of the job includes, material handling and storage.

Ability is required to schedule activities, meetings, and/or events, collate data and consider a number of factors when using equipment. Must have the ability to work with others in problem solving and to identify issues and solicit assistance when needed.

Critical skills/expertise include:

- Knowledge of standard office practices, procedures and equipment;
- Knowledge of procurement practices, procedures and standard reference materials
- Knowledge of store keeping practices and procedures;
- Knowledge of computer word processing, software application, spread sheets and data entry;
- Knowledge of grades, qualities, supply sources and market factors for products/services frequently required;
- Ability to perform mathematical calculations; and
- Ability to establish and maintain a good working relationship.
- Knowledge of Material Safety Data Sheets

Minimum Qualifications: Must be a high school graduate or possess a general education diploma an Associates of Arts degree is preferred. At least two (2) years training in computer data entry, Microsoft Office and preferable working for a governmental agency or large company in a warehousing capacity.

ESSENTIAL PHYSICAL SKILLS

- Must be able to hear
- Must be able to see
- Ability to communicate both orally and in writing
- Ability to use a computer

Environmental Conditions:

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing and/or pulling, and kneeling. Generally, the job requires 70% sitting, 20% walking and 10% standing.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of

my job.

Print Name

Date

Signature