



# ***POSITION VACANCY ANNOUNCEMENT***

***Position:*** Purchasing Coordinator  
***Starting Salary:*** \$24.52/hr - \$26.44/hr  
***Posting Date:*** March 6, 2024

***Department:*** Finance  
***FLSA Status:*** Exempt  
***Closing Date:*** Open Until Filled

## **Job Summary:**

The purpose of this classification is to manage/coordinate the centralized acquisition of goods/services in support of county departments and agencies.

## **Major Duties:**

- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
  - Interprets, applies, and ensures departmental compliance with county purchasing ordinances and other applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.
  - Consults with Director of Finance and other officials to review purchasing operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; prepares recommendations for County Commission.
  - Manages operations and activities of the purchasing division; submits proposed revisions to purchasing ordinances for approval; establishes annual goals and objectives for the division.
  - Coordinates Purchasing Card (P-Card) activities with department/division managers; manages request for cards with managers as needed and monitors monthly activity by end users.
  - Coordinates purchasing activities with department/division managers; provides acquisition assistance and direction to managers as needed.
  - Coordinates the purchase requisition process; reviews purchase requisitions received from county departments/agencies; ensures compliance with purchasing ordinance; enters purchase requisition data into computer; converts approved purchase requisitions to purchase orders.
  - Administers the bidding process; prepares solicitations for formal bids; develops project timelines and acquisition of material timelines; conducts and chairs pre-bid conferences; conducts formal bid openings; establishes evaluation criteria pertaining to formal requests for proposal.
  - Issues notices of award and notices to proceed to successful bidders; negotiates contractual terms and conditions with bidders.
  - Prepares contract status reports for management team meetings; prepares project status reports for administration team meetings.
  - Performs contract administration functions.
  - Conducts project studies with emphasis on cost analysis.
  - Communicates with vendors and sales representatives regarding goods/services, product availability, pricing, delivery schedules, invoices, purchase orders, contracts, problems with orders, invoice discrepancies, or other issues; answers vendor/bidder questions regarding county needs and services.
  - Develops innovative processes for securing services for the county; research & locates new vendor sources.
  - Prepares or completes various forms, reports, correspondence, requests for proposal, invitations for bid, project priority reports, contract status reports, project timelines, bid results, project recommendations, budget documents, goals/objectives, performance evaluations, or other documents.
  - Receives various forms, reports, correspondence, purchase requisitions, bids, proposals, technical specifications, cost analyses, project schedules, time sheets, purchasing guidelines, policies, procedures, 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
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corrections; utilizes word processing, spreadsheet, database, purchase order management, project management, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

- Communicates with supervisor, employees, other departments, county officials, county attorney, vendors, sales representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings as needed.
- 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.

**Minimum Qualifications:**

- Bachelor's Degree in Business Administration, Purchasing, or related field from an accredited college or university.
- Three (3) years previous experience and/or training that includes governmental purchasing, procurement, contract administration, supervision, and personal computer operations.
- Any equivalent combination of education, training, and experience which provides the minimum level of qualifications stated above.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

**To Apply:** All applicants must complete a Habersham County employment application. Applications can be found online at [www.habershamga.com](http://www.habershamga.com). Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.