



POSITION VACANCY ANNOUNCEMENT

Position: Purchasing/Grant Specialist
Starting Salary: \$23.05/hour - \$25.05/hour
Posting Date: February 6, 2025

Department: Finance
FLSA Status: Non-Exempt
Closing Date: February 28, 2025

Job Summary:

The purpose of this classification is to (1) manage/coordinate the centralized acquisition of goods/services in support of county departments and agencies; and (2) identifying, pursuing, requesting, and administering grant funds received from federal, state, and local grant funds for Habersham County.

Major Duties:

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.

Purchasing:

- 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.
- Maintains operations and activities of the purchasing division; submits proposed revisions to purchasing ordinances for approval; assists in establishing 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 proposals.
- 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.
- Communicate 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.
- Other duties at the direction of the Finance Director and for the efficient operations of the department.

Grants:

- Identifies and researches opportunities for grants.
- Prepares and monitors grant applications in accordance with relevant grant cycles
- Prepares and submits financial reports and outcome measures to appropriate funders.
- Creates, maintains and updates grant documentation and records in compliance with all applicable rules and regulations and generally manages grant program compliance.
- Assists with financial oversight for the administration of grant funds; and conducts routine monitoring.
- Establishes and maintains community relations and partnerships.
- Serves as the County's representative for all grant related sites including keeping all required grant application portals active.
- Develop MOUs and MOAs according to federal, state, and local protocols.
- Obtains appropriate signatures for assurances.
- Maintains appropriate documentation and support for grant allocation.
- Assists Finance Department in budget projections based on allocation of grant funding.
- Assists Finance Department with auditing controls.
- Prepares status reports on progress of projects and submits to appropriate individuals or agencies; ensures timely submission of required reports/documentation to appropriate agencies/individuals.
- Compiles or monitors administrative and/or statistical data pertaining to grant activities: prepares status reports and other related reports; maintains associated files/records.
- Assists in the preparation of the annual Schedule of Expenditures of Federal Awards and State Awards.
- Other duties at the direction of the Finance Director and for the efficient operations of the department.

Minimum Qualifications:

- High school diploma or equivalent.
- Bachelor's Degree from an accredited college or university.
- Or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

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. 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.