



Job Title:	Purchasing Specialist	Job Code/ Req#:	20-32F(5)
Department/Group:	Business Services	Pay Range:	\$17.36-\$22.76
Reports to:	Director of Business Services	Position Type:	Full Time
Job Category:	Non Exempt - Hourly	Date Created/Revised:	
Filled by:		Filled on:	

JOB DESCRIPTION

Reporting to the Director of Business Services and in alignment with agency adopted mission and core values, this professional supports day-to-day agency purchasing and travel support. Within state, federal and agency guidance, this person researches prices, purchases supplies and materials, communicates and negotiates discounts and rates and identifies solutions regarding incorrect orders/invoicing from vendors.

KEY TASKS

- Coordinates procurement/purchasing, including travel related arrangements
- Understands and ensures compliance with federal and state regulations and guidance, grant awards and internal policies
- Manages physical inventory and inventory reconciliation
- Prepares reporting related to tasks
- Mails weekly vendor payments and remits bank deposits as needed
- Supports Agency Audits as needed

GENERAL RESPONSIBILITIES

- Ensures procedures and corresponding communications align with statute, rule and agency guidelines
- Tracks activity related to purchasing
- Updates agency information with specified partner agencies
- Works with senior management and other peers for strategy development and execution planning
- Works across functions with peers in other groups to ensure collaboration for shared goals
- Creates and shares functional area information in a timely manner

EXPECTATIONS

- is willing to offer opinions and direction constructively
- is honest, ethical and transparent
- is willing to take on responsibilities and challenges
- is willing to accept criticism and deal calmly and effectively with high stress situations
- is reliable, responsible, dependable, and fulfills obligations
- establishes and maintains personally challenging goals and exerts effort toward mastering tasks
- is careful about detail and thorough in completing work tasks accurately
- reviews work and uses logic to address work-related issues and problems
- keeps up to date technically and applies new knowledge to job
- challenges the status quo
- is creative and thinks of alternative ways to develop new ideas and answers to work-related problems
- is open to change (positive or negative) and considerable variety in the workplace
- values diversity
- values team input
- lives agency's Core Values:
 - Assumes Positive Intent
 - Is (Be) Effective
 - Chooses Responsibility
 - Delivers Excellent Customer Service
 - Embraces Fun
 - Finds the Solution that Best Helps the Child

SALARY SCALE SKILLSET REQUIREMENTS

- Task/Judgement - Performs most tasks with limited supervision
- Independence/Expertise- Uses independent thought for deviation from guidelines
- Service/Initiative - Occasional implementation of programs and procedures
- Supervision - Not developed in this set
- Agency Growth - Not developed in this set

KEY SKILLS

- Excellent Microsoft Office skills
- Excellent customer service skills
- Excellent interpersonal, communication and organizational skills
- Ability to work well under pressure and succeed in a deadline driven environment
- Ability to manage time and meet deadlines
- Ability to manage multiple tasks at once

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Associate's Degree (Bachelor's preferred) in Accounting, Finance or business related field from an accredited institution
- Two (2) years experience using various purchasing methods (government purchasing experience a plus)
- One (1) year experience in general research, laws, government regulations, and rules

- Telework requires internet speeds of 4Mbps download/4Mbps upload and working in immediate geographical area
- Reliable transportation, minimum insurance coverage and clean driving record in some roles
- Reliable mobile phone service for technology compliance requirements (multifactor authentication)

OTHER

- Travel: Local, Out of County
- Work Environment: Yes, Limited
- Leave Requirement: 5 Day Consecutive
- Serve as back-up for department tasks as needed

PHYSICAL REQUIREMENTS

- Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions
- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear
- Must regularly lift and/or move up to 20 pounds, occasionally lift and/or move up to 50 pounds with assistance
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time

WORK ENVIRONMENT

- Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities may perform essential functions
- May be exposed to outside weather conditions
- Temperature in the buildings may fluctuate
- Children may be present
- May require overnight travel

Job Description Acknowledgement: I acknowledge receiving a copy of this job description and discussing it fully with my supervisor. By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the organization.

Employee Signature:		Date:	
Supervisor Signature:		Date:	