



# Purchasing Coordinator

## Administrative Services-Accounting

Revised 1.2020

### **JOB SUMMARY**

Coordinates the bid processes and oversees the City's procurement and purchasing functions.

### **MAJOR DUTIES**

- Coordinates the bid process; develops specifications; creates and issues bid addenda.
- Develops attendance sheets, receipt registers, bid tallies, notices of intent, notices of award, and notices of rejection; develops pricing sheets.
- Performs bid openings; publishes bids and prepares notices to identified vendors; responds to bid protests; processes related open records requests.
- Records, monitors, and disburses bid bonds; researches bid requests for validity and accuracy; reviews bid languages for compliance with ordinances, procurement policies, and state law.
- Develops, logs, reviews, routes, scans and forwards purchase orders; updates purchase order log; assists departments with purchase order discrepancies.
- Provides training to city staff in all facets of Purchasing policies, procedures and processes/systems; reviews requisitions and purchase orders to ensure completeness and compliance; develops and/or modifies forms and processes for maximum efficiency and effectiveness.
- Communicates with vendors to review new or updated products; assists new vendors in the completion of required documentation; responds to invoice related questions and concerns from vendors; maintains the vendor registration database.
- Develops blanket purchase orders for various departments.
- Provides assistance and direction to other city personnel in regards to city purchasing policies and procedures.
- Develops purchase request, vendor and other forms and templates.
- Researches invoices to identify and resolve problems.
- Maintains procurement files and records.
- Performs related and as assigned duties.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Knowledge of generally accepted accounting principles (GAAP).
- Knowledge of product and service purchasing policies and practice.
- Knowledge of accounts payable policies and procedures.
- Knowledge of computers and job-related software programs.
- Analytical skills
- Attention to detail
- Critical thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Customer service skills
- Computers and associated software programs for spreadsheets and correspondence.
- Skill in managing and prioritizing multiple projects.
- Strong verbal and written communication skills.

### **SUPERVISORY CONTROLS**

The Chief Financial Officer assigns work in terms of very general instructions. The Accounting Director spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include GAAP, GA Dept. of Administrative Services, contract requirements, and city policies and procedures. These guidelines require judgment, selection and interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied duties related to the city's purchasing functions. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to coordinate the city's purchasing functions. Success in this position contributes to the efficiency and effectiveness of a variety of city operations and ensures all purchases are in compliance with appropriate policies, procedures, laws and regulations.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, vendor, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to justify, defend or negotiate matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS & WORK EXPERIENCE REQUIREMENTS**

- High School diploma or GED;
- Five years of progressively responsible experience in purchasing for a large business, non-profit or governmental agency;
- Considerable experience and knowledge in governmental purchasing law and procedures.

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in business, accounting or other closely related field; supplemented with five years of related experience;
- Certified Public Procurement Officer (CPPO) and/or Certified Professional Public Buyer (CPPB) credential;
- Georgia Certified Purchasing Manager credential;
- Georgia Certified Purchasing Associate credential.