

WASHINGTON COUNTY
Job Description

PURCHASING ADMINISTRATOR

Exempt (Y/N):No

DATE REVISED: February 2015

DEPARTMENT: Purchasing (Gen. Services)

SUPERVISOR: Comptroller

SUMMARY: The Purchasing Manager under the general supervision of the Comptroller, is responsible for performing all functions of the Purchasing section efficiently and in an accurate, timely, and professional manner according to State Laws and County policies. The incumbent serves as the point of contact for each elected office and department head and must manage purchasing objectives, policies, programs, and procedures for the negotiation and acquisition of materials, equipment, supplies, and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING. Other duties may be assigned.

1. Assist auditors and provide necessary information to assure compliance.
2. Train, assist and oversee the Buyers work assignments.
3. Manage and coordinate purchasing procedures with all department heads and County officials in accordance with state laws and county policies.
4. Manage and coordinate ordering of P-Cards upon request by elected officials. Direct and coordinate training of employees in proper use of P-Cards.
5. Manage and coordinate ordering of cell phones, cell phone batteries and accessories for all offices. Act as liaison between County employees and cell phone provider. Troubleshoot phones, sim cards, and equipment for County employees.
6. Responsible for overseeing that petty cash is maintained for County departments and ensure that expenditures are properly coded in accordance with county policy.
7. Responsible for contract administration which includes approval by County Attorney, proper signatures by all required County representatives, and renewal or terminations. Also responsible for filing all contracts in the County Clerks office in accordance with state laws.
8. Working closely with elected officials and department heads to insure that amendments to contracts have be written and upgraded to cover changes.
9. Assist County officials and department heads in preparing yearly budgets to include all property insurance and costs.
10. Prepare all requests for bid or proposal specifications and legal advertisement for items to be purchased in accordance with state and local laws, and advise department heads and elected officials.
11. Receipt and handle all bids in a confidential manner prior to bid openings.

12. Work closely with department heads and elected officials to analyze and evaluate bids or proposals to award the bid.
13. Prepare court orders for County Judge's signature on all bids and on purchase of used equipment per state laws.
14. Maintain complete bid files for viewing by auditors, file originals in County Clerks office
15. Manage and Coordinate informal (purchases under \$20,000) and formal purchases (purchases over \$20,000).
16. Responsible for maintaining lists of all personal property valued in excess of \$500 and notifying insurance companies of all changes and upgrades by department and locations.
17. Responsible for transferring and disposing of all county property with the approval of the County Judge.
18. Responsible for the sale of surplus items by public auction or sealed bids. Confiscated items are sold periodically at public auction in accordance with state laws and county policies.
19. Responsible for the preparation of all paper work for sale of surplus items, such as court orders, certificate of appraisal and certificate of approval in accordance with state and local laws.
20. Responsible for posting and maintaining the GovDeals auction website for selling county property includes taking photographs and answering bidder questions.
21. Responsible for preparing all forms for requesting titles and tags on all County vehicles and ensure that documents are distributed to proper department.
22. Responsible for filing original policies and new endorsements in the office of the County Clerk, and maintaining a complete file in office for auditors review.
23. Responsible for notifying insurance company of all claims and losses, which includes investigation reports and repair estimates according to regulations.
24. Responsible for receiving all insurance claim payments, and invoices for premiums, forward to proper county departments and vendors.
25. Responsible for notifying departments of vehicle manufacturer safety recalls.
26. Administrator of the Voyager website, order and assign gas cards for new vehicles and pin numbers for employees. Maintain inventory list of vehicle gas cards, order new cards as requested by elected officials or department heads.
27. Responsible for maintaining an inventory list of Wal-Mart and Office Depot Charge Cards to check-out to authorized department buyers.
28. Act as a liaison between vendor and department heads or elected officials when in need of service, such as new telephone lines, trouble calls on telephones or with gas cards.

29. Responsible for maintaining and forwarding record of changes or new additions of telephones lines to the appropriate Comptroller's staff member and IT Department.
30. Responsible for maintaining and updating the county Purchasing web site to post request for bids and proposals by scanning bid packets and making pdf files.
31. Responsible for maintaining and updating the county Errors and Omissions policy for all County notaries.
32. Responsible for maintaining and updating the contracts for copier leases and ensure the increased annual amount is accurate.
33. Maintain open contract file and inform County Attorney when contracts are due for renewal. Inform the appropriate Comptroller staff member of contracts renewal or expiration for payment/invoicing purposes.

SUPERVISORY RESPONSIBILITIES:

Directly train and mentor one assistant within the department. Carries out supervisory responsibilities in accordance with the county's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; forwarding complaints to the Comptroller, and resolving problems.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum of high school diploma or general education degree (GED); some college or equivalent business courses required. Five years experience in public or governmental purchasing and/or accounting. and two years of management experience. Knowledge of material management and bookkeeping skills is required. Good organizational skills and knowledge of computers are also necessary for this position.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT:

Budget Responsibility:	
Equipment and Property:	\$1,000,000

OTHER SKILLS and ABILITIES:

Should possess knowledge of accounting principles as well as organizational skills. Good verbal and written communications, negotiation, problem solving, and mathematical skills are required when dealing with elected officials/department heads and vendors. Other important qualities include the ability to analyze technical data in suppliers' proposals; ability and knowledge to research and order products by accessing the Internet; and the ability to perform financial analysis. Extensive computer and program skill to include word processing, spreadsheet software, and the Internet.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand, talk, and hear. Occasionally sit; use hands to finger, handle, or feel objects, and reach with hands and arms.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.