

South Jordan City

Job Description

Title: Purchasing Coordinator
Org Code: 100120
Pay Grade: 17

Effective Date: 3/14/18
FLSA: Exempt
Workers Comp: Clerical

GENERAL PURPOSE

Perform para-professional and routine administrative duties; prepare and maintain purchasing records for the city, provide purchasing training, oversee and coordinate the City's purchasing services, sale of surplus City property, and maintain the City's fixed asset accounting system.

SUPERVISOR

Associate Director of Finance

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Oversee the City's procurement system.

Process requisitions, purchase orders, and change orders on a timely basis and in compliance with City policies and ordinances.

Prepare invitations for bids (IFBs) and requests for proposals (RFPs) on a timely basis and in compliance with City policies and ordinances.

Interpret, clarify, explain, apply, and ensure compliance with federal laws, state laws, and city policies and ordinances.

Evaluate bids, sources of supply and goods in terms of cost, service, quality, and suitability; negotiates terms with vendors; decides on supplier and orders materials. Stay informed on new products and market condition.

Maintain a complete and accurate database of purchasing transactions. Serve as a facilitator in resolving purchasing problems, provide purchasing policy education and interpretation, and suggest alternatives/solutions as needed.

Recommend amendments to the City's purchasing policy when warranted.

Maintain an accurate vendor list as well as positive and professional relationships with the City's vendors.

Coordinate purchasing processes with departments, correcting and reporting non-compliant purchases and training when needed.

Assist in the development and maintenance of the City's surplus property program.

Answer questions from the public relating to records, purchasing, and other department matters. Meet and confer with city staff and users to resolve problems and coordinate service needs.

Review documents for quality, accuracy, completeness, reconciles discrepancies, and makes needed adjustments.

Regularly train departments on related purchasing policies and procedures. Deliver presentations about the City's purchasing policy and other purchasing related policies, laws, and ordinances on a quarterly or as-needed basis.

Attend and actively participate in meetings and committees as assigned by your supervisor.

Track and maintain records regarding the City's fixed asset.

Assist with preparation of various reports, including the CAFR.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance, business administration, or other closely related field;

AND

B. Two (2) years relevant accounting and procurement experience, preferably with a municipality;

2. Special Qualifications:

Certified Purchasing Professional (CPP) and/or other purchasing certifications are desired.
Familiarity with RFP, bid, quote, and award procedures.

3. Knowledge, Skills and Abilities:

Principles of purchasing and accounting; relevant statutes and ordinances; cost benefit analysis; cost comparison analysis; correct English usage, vocabulary, and arithmetic.

General knowledge of Federal, State, and local laws pertaining to purchasing.

Ability to operate a personal computer, Microsoft products, and have the ability to learn the software system(s) used by the City.

Find, organize, and analyze information or data. Weigh the relative costs and benefits of a potential action.

Communicate information and ideas clearly, and concisely, in writing and/or verbally; read and understand information presented in writing and/or verbally.

Ability to follow verbal and written instructions; prioritize tasks; establish working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

4. Working Conditions:

Work performed primarily in an office setting. The noise level in the work environment is usually moderately quiet. Intermittent sitting, standing, and walking are required. Subject to extended exposure to computer CRT. Occasional stressful situations as a result of human behavior and deadlines.

The employee is frequently required to sit, stand, walk, talk, and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Job Class:	Clerical Exempt	EEO-4 Class:	Prof
Location:	Finance	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	795