

INGHAM COUNTY JOB DESCRIPTION

PROCUREMENT SPECIALIST

General Summary:

Under the supervision of the Director of Purchasing, performs a variety of activities related to procuring supplies, materials, services, and equipment in accordance with established County purchasing policies and procedures. Duties include conducting value analysis and contract administration. Works with County departments to develop product and bid specifications and helps identify potential vendors. Negotiates and monitors office supply and other contracts and resolves related problems.

Essential Functions:

1. Prepares purchase orders through a computerized system and places orders for the purchase of goods and services in accordance with established guidelines.
2. Researches and determines potential vendors to be solicited for quotes, Invitation for Bids, and Requests for Proposals. Interviews vendors and evaluates their products, services and capabilities as a supplier.
3. Maintains contacts with vendors to assure prompt delivery, adherence to specifications, and proper pricing. Coordinates with vendors when substitute items have to be provided. Serves as a liaison between vendors and department staff.
4. Develops, writes and issues Invitation to Bids and Request for Proposals in collaboration with the requesting department.
5. Obtains price quotes from vendors and compares quotes with the specifications and availability of items.
6. Reviews orders for completeness, accuracy, and compliance to specifications and policies and procedures.
7. Works collaboratively with departments in recommending awards. Negotiates terms and conditions with department staff and vendors as required. Prepares and writes recommendations.
8. Organizes, updates and retains product information files and purchase order records.
9. Reviews contracts for changes prior to letting bid or renewal of the contract. Interprets and evaluates contract provisions
10. Oversees and negotiates the office supply contract.
11. Assists departments with furniture and/or work station needs by doing site visits, measuring, obtaining pricing, and making delivery arrangements. Assists on larger remodeling projects for the County.

12. Assists with the preparation of the annual budget including gathering historical data and entering data into the computer.
13. Advises departments on products, purchasing options, and purchasing policy.
14. Serves as the Department and Implementation Coordinator for the County's computerized financial management system. Trains each department liaison person to use the purchasing software.
15. Oversees inmate telephone contract and revenues, and assists with negotiations of the contract.
16. As necessary, will instruct, plan, assign and organize work of the Purchasing Assistant.
17. Serves as the Procurement Card Department Coordinator and the Procurement Card Administrator.
18. Assists with the disposal of surplus.
19. Fulfills Director's responsibilities in his/her absence.
20. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Other Functions

Performs other duties as assigned

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)

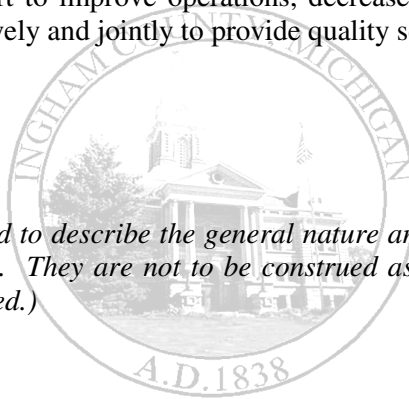
Employment Qualifications

Education/Experience: Prefer a Bachelor's Degree in Purchasing, Materials Management, Business Administration or related area of study and 1-2 years experience in a public purchasing capacity including working with computerized financial management systems; OR...

Associate's Degree in Purchasing, Materials Management, Business Administration or related area of study and 2-5 years experience in a public purchasing capacity including working with computerized financial management systems.

Other Requirements: Prefer certification as a Certified Professional Public Buyer (CPPB).

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)



Physical Requirements:

- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.
- Ability to access all areas of County offices.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

Working Conditions:

- Works in office conditions.
- Travels to other County offices and locations.

Location:

Ingham County

