

**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 purchasing policies and procedures by the County. 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. Purchases supplies, materials, services and equipment for the County in accordance with established guidelines. Processes purchase requisitions and awards purchases as appropriate.
2. Develops specifications and/or collaborates with designated department personnel regarding items and services purchased. Writes bid specifications and reviews requirements of operating department to ensure they are reasonable and not overly restrictive.
3. Determines potential vendors to be solicited for quotes, bids, and requests for proposals. Researches and identifies potential vendors as necessary.
4. Reviews price quotes, availability of items and/or services, determines compliance to specifications and/or qualifications, and makes purchase recommendations to the department. Negotiates with vendor representatives as required.
5. Maintains contacts with vendors assuring prompt delivery, adherence to specifications, and proper pricing.
6. Ensures that needed supplies, materials, services and equipment are available when required. Coordinates with vendors when substitute items have to be provided.
7. Determines method of purchase such as direct purchase or bid. Prepares purchase orders or bid requests for payment.
8. Receives and inspects shipments of supplies and materials for completeness. Matches invoices to purchase orders checking for prices and quantities.
9. Oversees and negotiates office supply contract and identifies most frequently purchased items for inclusion on standard order form. Responds to problems with supply orders and attempts to resolve them. Assists departments with furniture and/or work station needs by doing sight visits, measuring, pricing and making arrangements with departments and vendors. Assists on larger remodeling projects for the County.

Procurement Specialist

Page 2

10. Assists with the preparation of the annual budget for Purchasing Section of the Department and the budget for the Inter-Governmental Service Fund, includes gathering historical data and entering to the computer.
11. Advises departments on products, purchasing options, and purchasing policy.
12. Trains each department liaison person to use the purchasing software.
13. Oversees inmate telephone contract and revenues, includes relaying information to Controller's office and assisting with negotiations of contract. Meets with telephone committee, vendors, and contractor.
14. As necessary, will instruct, plan, assign and organize work of the Purchasing Clerk.

Other Functions

15. None listed.

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:

Bachelor's Degree in Purchasing, Materials Management, Business Administration or related area of study and 19-24 months experience in a purchasing capacity including working with automated systems; OR...

Associate's Degree in Purchasing, Materials Management, Business Administration or related area of study and 3-5 years experience in a purchasing capacity including working with automated systems

Other Requirements: 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 [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

Procurement Specialist

Page 3

Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to access all areas of County offices.

Working Conditions:

Works in office conditions.

Travels to other County offices and locations.



October, 2000