



## Contract Administrator Purchasing

PUR/2-276

### JOB SUMMARY

This position is responsible for administering county contracts.

### MAJOR DUTIES

1. Develops product specifications or scopes of services in conjunction with county departments; develops requests for quotes, invitations to bid, and requests for proposals.
2. Determines terms and conditions to include in solicitations to balance price versus risks.
3. Develops bidder lists.
4. Assigns National Institute of Government Purchasing (NIGP) Community Code to each solicitation.
5. Advertises and solicits invitations to bid.
6. Prepares and advertises legal notices for publication.
7. Conducts, organizes, and participates in pre-quote, pre-bid, and pre-proposal conferences to answer vendor questions and ensure that requesting departments received the goods or services they require.
8. Conducts or participates in public bid or proposal openings.
9. Prepares summary sheets after quote, bid, or proposal opening to be sent to requesting department and publicized on the website.
10. Coordinates and supports Evaluation Committee functions.
11. Negotiates contract awards as required.
12. Assists with the preparation or recommendation materials for Board approval.
13. Meets with vendors and departmental staff to advise concerning purchasing requirements, policies, and procedures.
14. Works with other departments to determine the most appropriate mechanism for procurements.
15. Notifies departments of upcoming contract expirations and coordinates contract renewal or re-solicitation.
16. Monitors departmental budgets to ensure the availability of funds.
17. Coordinates the sale of surplus property.
18. Prepares reports for sales tax submittal and payment to third-party auction service provider.
19. Enters, retrieves, reviews or modifies requisitions to generate purchase orders.
20. Enter departmental annual budget information; assists in developing performance measurements, goals, and department objectives.
21. Provides training to staff in the preparation and submission of automate requisitions.
22. Maintains files and records.
23. Maintains office supply inventory; reorders as needed.
24. Performs other related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of relevant local, state, and federal guidelines.
2. Knowledge of county policies and procedures.
3. Knowledge of computers and job related software programs.
4. Skill in public and interpersonal relations.
5. Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Purchasing Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include Fayette County Purchasing Policies and Procedures, Georgia Statewide Purchasing Contracts, and NIGP codes. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to coordinate county contracts. Success in this position enforces relevant local, state, and federal laws and guidelines; minimizes financial and other risks; and ensures that goods and services are obtained promptly and at the best prices.

## **CONTACTS**

- Contacts are typically with co-workers, vendors, attorneys, and other local governments.
- Contacts are typically to give or exchange information; resolve problems; provide services; or justify, defend, negotiate, or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed sitting at a desk or table or while standing and walking.
- The work is typically performed in an office and occasionally outdoors.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **SPECIAL CERTIFICATIONS AND LICENSES**

- Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

## **ADA COMPLIANCE**

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

## **HIPAA COMPLIANCE**

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

## **DRUG AND ALCOHOL COMPLIANCE**

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.