



Buyer & Contract Coordinator Purchasing

PUR/3-275

JOB SUMMARY

This position is responsible for converting requisitions to purchase orders, preparing requests-for-quotes, converting quotes to contracts, and performing related tasks.

MAJOR DUTIES

1. Receives electronic requisitions from departments and reviews for accuracy and completeness; determines if soliciting quotes, statewide contract, or other mechanism is most appropriate for a given purchase.
2. Converts requisitions to purchase orders and places orders with selected vendors; adjusts or cancels purchase orders as needed.
3. Works with originating department to develop scope of work or scope of services; prepares pricing sheets.
4. Develops vendor lists.
5. Determines the appropriate terms and conditions to include in requests-for-quotes; prepares document for releases.
6. Prepares notices and posts requests on the Georgia Procurement Registry and the Georgia Government Access Marketplace.
7. Schedules, conducts, or attends pre-quote conferences; conducts or assists with pre-bid conferences.
8. Prepares and issues addenda to requests-for-quotes.
9. Compiles quotes received and supports documents in recommending awards.
10. Follows-through with solicited vendors to determine reasons for no-quotes; compiles responses to improve solicitation processes.
11. Conducts market research to determine product availability, differences in products, prices, and other information to guide purchasing decisions.
12. Meets with staff and vendors to determine corrective actions for defective or unacceptable goods.
13. Develops or assists in the development of new contracts and renewal contracts.
14. Assists with surplus auctions.
15. Assists other staff as required.
16. 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 related administrative duties. Strict regulations and procedures contribute to the complexity of the position.
- The purpose of this position is to process requisitions and requests-for-quotes and to develop resulting purchase orders. Success in this position ensures that goods and services are obtained promptly and at the best prices and that contracts for services are complete, sound and minimize risk.

CONTACTS

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

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table.
- The work is typically performed in an office.

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 specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- 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.