



POSITION DESCRIPTION Purchasing and Budget Administrator FLSA Status: Non Exempt Classification: Occupational	10 June 2015 Reports to: Duchesne County Board of Commissioners Revised: _____
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POSITION PROFILE Under the direction of the County Commission and to the County Attorney as assigned, performs para-professional and routine administrative duties; prepares and maintain purchasing records for the County, provides purchasing training, oversees and coordinates the County's purchasing services, responsible for the sale of surplus County property, and the administrator the purchasing card (P-card) program.
GOALS <ul style="list-style-type: none">• To ensure federal, state and local compliance regarding County purchasing.• To create and maintain procurement policies and procedures and to train County employees on this process.• To act as a point of reference during the County's budget process and throughout the year as budgetary concerns and questions arise.• To articulate and convey information accurately and appropriately to the Board of Commission; elected officials, department heads, and employees.

ESSENTIAL FUNCTIONS

- Oversee the County's procurement system;
- Process requisitions, purchase orders, and change orders on a timely basis and in compliance with County policies and ordinances;
- Prepare invitations for bids (IFBs) and requests for proposals (RFPs) on a timely basis and in compliance with County policies and ordinances;
- Clarify, explain, apply, and ensure compliance with federal laws, state laws, and county policies and ordinances along with the County Attorney responsible for procurement compliance;
- Evaluate bids, sources of supply and goods in terms of cost, service, quality, and suitability; assists in negotiating terms with vendors; decides on supplier and orders materials. Stay informed on new products and market condition;
- Administer the County's purchasing card (P-card) program. 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 County's purchasing policy when warranted;
- Maintain an accurate vendor list as well as positive and professional relationships with the County'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 County's surplus property program;
- Answer questions from the public relating to records, purchasing, and other department matters. Meet and confer with County 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 County's purchasing policy and other purchasing related policies, laws, and ordinances on a quarterly or as-needed basis to the Board of County Commissioners;
- Attend and actively participate in meetings and committees as assigned;
- Coordinate with department heads and elected officials in order to assist the County Clerk Auditor in creating the budget for expenditures;
- Monitor the County budget as it relates to contracts and report to departments and to the Board of County Commissioners budgetary issues as they arise;
- Perform other duties as assigned;

EDUCATION AND EXPERIENCE

- Bachelor's Degree from a regionally accredited college or university with major course work accounting, finance, business administration, or other closely related field; AND
- Two (2) years relevant accounting and procurement experience, preferably in local government
- Special Qualifications: Certified Purchasing Professional (CPP) and/or other purchasing certifications are desired. Familiarity with RFP, bid, quote, and award procedures.

SKILLS/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 County;
- 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.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to write clearly, concisely and communicate effectively in English.
- Must be able to read and interpret difficult and complex written information.
- Must be able to effectively and appropriately communicate clear information to the public, government officials and employees as required.

REASONING ABILITY

- Must have the ability to synthesize complex or diverse information and collect and research data.
- Must determine priorities and take initiative on projects as assigned.

PHYSICAL REQUIREMENTS

- While work may be sedentary, include extended periods of time viewing a computer video monitor and operating a keyboard, other physical requirements will also include, walking, bending, stooping, and filing. Occasionally lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 50 pounds.
- Talking, hearing and seeing essential to completion of essential functions. Rapid work speed required performing keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.