



Jackson County Board of County Commissioners

Position Description

Job Title:	Procurement Officer	Reports To:	Deputy Administrator
Department:	Purchasing	Supervisory (Y or N):	Y
Location:	Administration	Retirement:	Regular
Annual Salary:	\$37,323.00 – 53,620.00	Position Type:	Full-Time

Job Description

CLASS TITLE OF EACH POSITION REPORTING TO DIRECTLY TO THIS POSITION

ROLE AND RESPONSIBILITIES

Under supervision of the Deputy County Administrator, this position performs administrative, purchasing, and contract work for the County. Work involves planning, developing and implementing policy and procedures for negotiating and entering into contracts to procure services, supplies and equipment for County departments at prices and quality standards that best benefit the County. Employee is responsible for preparing bid specifications, reviewing bid replies and proposals, awarding purchasing contracts, and administering contracts for materials, supplies and/or services. Employee is also responsible for managing and maintaining inventories, and general bookkeeping duties associated with acquisition and transfer of supplies and equipment.

ESSENTIAL JOB FUNCTIONS

- Plans, implements and maintains purchasing and distribution policies and procedures for County departments; prepares and distributes proper forms and instructional memorandums to department heads; provides department heads with information of new products and items available, as appropriate.
- Prepares purchase specifications and conditions to elicit competitive pricing from a variety of vendors; oversees advertising of formal bid notices in adherence with state general statutes; reviews and evaluates vendors' proposals to determine compliance with stated specifications and conditions.
- Encumbers funds and notifies finance officer and department heads of need for budget transfers, as appropriate.
- Complies and maintains various files and data concerning vendor lists, prices, commodity availability, specifications, and other resource material.
- Receives ordered supplies and equipment; stocks and prices supplies; administers inventory controls of central supply storage; prepares, maintains and reviews stock control records; and determines amount of stock needed to maintain adequate levels.
- Prepares, edits and executes contractual documents for procurement of construction and professional and other services; assists with administration of approved contracts, as requested.
- Reviews insurance certificates to ensure propriety of coverage offered, limits, issuance and expiration dates and ratings of insurance carriers.
- Approves invoices for purchase of supplies, materials and/or services by department.
- Secures right of way for road widening and paving projects.
- Assists in development of purchasing division budget; assists other departments in developing budget proposals.
- Performs other related work as required.
- (These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Graduation from high school and 1 to 2 years of progressively responsible experience in purchasing and contract work. Must be proficient in the use of computers, MS Word, MS Excel, and MS Access, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Must have a valid FL driver's license.



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KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of modern governmental purchasing principles, methods and procedures. Knowledge of the methods and procedures used in preparing bid specifications.
- Knowledge of the formal and informal bid process. Knowledge of modern office practices and procedures.
- Knowledge of the principles of organization and administration.
- Knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.
- Knowledge of the current literature, trends and developments in the field of governmental purchasing.
- Ability to use popular computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to work rapidly and accurately with figures.
- Ability to prepare bid specifications for a variety of equipment and services purchased by the County.
- Ability to exercise independent judgment in selecting from items available and cost quotations when recommending purchases.
- Ability to maintain accurate inventory and purchasing records and prepare periodic reports from these records.
- Ability to understand and follow oral and written instructions. Ability to communicate effectively orally and in writing.
- Ability to answer inquiries and questions concerning purchasing.
- Ability to exercise tact and courtesy and firmness in frequent contact with vendors. Ability to establish and maintain effective working relationships as necessitated by work assignments.

ADDITIONAL REQUIREMENTS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, copiers, facsimile machines, etc. Must be physically able to operate a motor vehicle in a safe manner. Must be able to exert up to 20 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristic (whether similar to or divergent from obvious standards) of documentation of policies and procedure.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, manual, invoices, surveys, etc. Requires the ability to prepare correspondence, reports, forms, meeting minutes, news releases, purchase orders, etc., using prescribed formats and conforming to all rules of punctuation, grammar diction, and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists; to interpret a variety of instructions furnished in written, oral diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.



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Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to interpret graphs; and to compute discounts, interest, profit and loss, and ratios and proportions.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing ideas by means of spoken words; hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.

For County HR Use Only

Check all that apply:

Standard Prescreen for Hire: Uniform Allowance Physical Drug Screening Re-screening

Security Check: No Security Screen Required Background Investigation Required Background & Fingerprint Required Fingerprint Investigation Required Access to Abuse Records Caretaker Financial Corrections Management Sensitive County Security Check **Other:**

Reviewed By:		Date:	Click here to enter a date.
Approved By:		Date:	Click here to enter a date.
Last Updated By:		Date/Time:	

The following have acknowledged that the statements above, to the best of their knowledge, accurately describe the duties and responsibilities of the position. This job description does not constitute a written or implied contract of employment.

Incumbent Signature (optional):		Date:	
Discussed with Employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Supervisor's Signature:	Title:	Date:
Approval of Reviewing Authority: (Department Director)		Title:	Date:
Approval of Agency Personnel Officer:		Title:	Date: