

**COUNTY OF CARBON
JOB ANNOUNCEMENT
NON-UNION**

BULLETIN X

POST DATE: August 6, 2018

APPLICATION DEADLINE DATE: August 17, 2018

Applications to be filed with Human Resources Department – Court House Annex.

POSITION: Purchasing Manager Trainee

DEPARTMENT: Purchasing

RATE OF PAY: \$15.07 per hour

HOURS WORKED: 8:30 – 4:30

OVERALL OBJECTIVE OF JOB: Administers and coordinates County purchasing function in accordance with applicable law, organizes the purchase of materials, equipment, supplies and services for all County departments.

QUALIFICATIONS:

College Graduate and an understanding of the applicable laws, techniques and procedures to actively coordinate and operate a purchasing program. 3 years of purchasing or management work experience and 1 year of supervisory experience. Years of experience may be substituted for degree preferred.

ESSENTIAL FUNCTIONS OF JOB:

1. Develops and maintains purchasing manual, recommends rules and procedures governing purchasing for adoption by County Commissioners.
2. Supervises Department staff including training, work assignments, performance review, and recommendations for appropriate changes.
3. Reviews and edits requisitions from all agencies of the County, verifying authorization, proper specifications, available funding and proper processing.
4. Interviews vendors, salespersons, general public and department heads concerning the purchase of supplies, materials, and equipment.
5. Supervises and reviews the computerized record keeping and accounting procedures to insure compliance with authorized purchases.
6. Interprets rules, regulations, procedures and policies relative to the acquisition of material, equipment and coordinate the process for major acquisitions.
7. Prepares and maintains detailed records of Petty Cash for County Offices.
8. Orders and distributes supplies as well as processing charge backs in accordance with requisitions and purchase orders.
9. Administers the purchase of large items through Request for Quotes, Proposals, Sealed Bids, etc.
10. Performs a variety of clerical duties as needed by departments, including photocopying, faxing, typing.
11. Executes emergency purchases as deemed necessary.
12. Maintains Fiscal Management for departments purchasing budget and capital outlay.
13. Must possess ability to interpret and execute State Contract Purchases and other types of cooperative purchasing programs.
14. Must be able to comprehend and comply with County Code acquisition and contract procedures.
15. Initiates and executes informal and sealed bids and prepares legal contracts following bid awardal.
16. Analyzes bid responses.
17. Maintains a computerized inventory control program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential functions of job.
2. Must possess effective communication and interpersonal skills.
3. Must possess the ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess the technical knowledge of operating personal computers proficiently and other office equipment as necessary.
5. Must possess general knowledge of required documents needed in the purchasing field and the ability to prepare such documents accurately and efficiently.
6. Must possess the ability to maintain an effective working relationship with vendors and all levels of County government.
7. Must possess some ability to deal with conflict and assist in resolving discrepancies/problems with tact and efficiency.
8. Must possess good math and bookkeeping skills and ability to calculate and prepare required purchase orders and other reports and data accurately.
9. Must possess ability to maintain accurate and adequate files required by department.
10. Must possess ability to supervise workers, assign and monitor work and handle personnel -related issues.

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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued):

11. Must possess the ability to maintain the confidentiality for quotations, bids and budgetary items.
12. Must possess ability to interpret and administer state contract purchases.
13. Must possess the ability to work harmoniously with supervisor personnel.
14. Must possess the ability to plan, organize, develop, implement, and interpret the programs, goals, policies, and procedures, etc., that are necessary for providing proper administrative procedures. Maintain a sound purchasing operation with the ultimate objective being the most advantageous procurement for the County.
15. Must have patience, tact, cheerful disposition, and enthusiasm.
16. Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing practices.
17. Must be able to type a minimum of 45 words per minute and use a 10-key calculator.
18. Must possess the ability to make independent decisions when circumstances warrant such action.
19. Maintain the care and use of supplies, equipment, etc.

WORKING CONDITIONS:

1. Works indoors in adequate work space, lighting, temperatures and ventilation.
2. Works with average exposure to noise, stress but subject to constant disruptions.
3. Normal indoor exposure to dust/dirt.
4. Is involved with visitors, government agencies/personnel, etc. under all conditions and circumstances.
5. Is willing to work beyond normal working hours and on weekends and holidays when necessary.
6. Attends and participates in continuing educational programs designed to keep you abreast of changes in administrative procedures.
7. Is subject to frustrations in keeping up with administrative requirements.
8. Communicates with County personnel and other department supervisors.
9. Is exposed to the possibility of falls, burns from equipment, odors, etc. throughout the work day.

PHYSICAL REQUIREMENTS:

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting and reaching, as necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs, torso as necessary to carry out duties of job.
4. Medium work, with occasional lifting/carrying of objects with weight of fifty pounds.
5. Must be able to pay close attention to details and concentrate on work.
6. Must be able to cope with the mental and emotional stress of delivering quality work even under strict deadline constraints.
7. Must possess sight/hearing sense, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be full met.
8. Must function independently, have flexibility, personal integrity, and the ability to work effectively in a professional manner with visitors, personnel, and support agencies.
9. Must be in good general health and demonstrate emotional stability.
10. The ability to perceive the nature of both near and far objects with visual acuity.

AN EQUAL OPPORTUNITY EMPLOYER