

Garfield County
Job Description

Position Title:	Purchasing Agent		
Department/Office:	Sheriff	Reports to:	Office Manager
Division:	Administration	Pay Grade:	4
FLSA Status:	Non-Exempt	Driving Classification:	Non-driving
Supervision Exercised:	None	Licenses/Certifications:	None.
Minimum Education:	High School Diploma or equivalent.		
Minimum Experience:	Experience in procurement, data entry and working with a computerized purchasing system, or any equivalent combination of education, training and experience.		

General Purpose:

Coordinate purchasing and inventory functions related to the acquisition of equipment, materials, supplies and uniforms for the Sheriff's Office.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Coordinates purchasing of equipment, materials, supplies and uniforms.
2. Reviews specifications for department purchases; assists in the preparation of specifications; investigates and resolves discrepancies; obtains price quotes from vendors; prepares and signs purchase orders.
3. Calculates and/or inputs deviations from standard agreements; computes and prepares requisitions for purchase.
4. Serves as liaison with vendors; contacts vendors regarding changes on orders in progress; investigates and resolves discrepancies between purchase orders and invoices.
5. Develops and implements annual purchase plans; provides periodic evaluation of procurement needs
6. Develops and monitors purchasing procedures.
7. Coordinates formal bidding process.
8. Updates inventory and maintains inventory control.
9. Maintains purchasing system and records.
10. Reviews all work products to ensure highest level of quality.
11. Performs other duties of a similar or related level as necessary or assigned.

Job Qualifications:

Must submit to and pass a background check.

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Basic budgeting processes.
3. Cost accounting standards and cost/price analytical skills.
4. Modern office practices and procedures.
5. Purchasing and accounting practices.
6. Keyboarding, data input and work processing.
7. Relevant computer hardware and software applications.

Ability to:

1. Speak, read and write the English language.
2. Communicate effectively verbally and in writing.
3. Negotiate agreements with vendors and contractors.

Garfield County
Job Description

4. Understand basic business transactions and contracts.
5. Perform basic mathematical computation.
6. Organize, analyze and compare complex documents and information.
7. Plan, organize and pay attention to details.
8. Interpret a variety of instructions with abstract and/or concrete variables.
9. Establish and maintain effective working relationships.
10. Understand and practice safety procedures and precautions.
11. Maintain a high level of professionalism and confidentiality.

Internal & External Contacts:

Internal Contacts:

The employee frequently interacts with other Sheriff's Office employees and Finance Department employees..

External Contacts:

The employee frequently interacts with vendors and contractors.

Physical Activities and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to sit, talk and hear and use hands to finger, handle, feel and reach; occasionally required to lift and/or move up to 25 pounds. The employee is occasionally required to stand, walk, stoop, kneel, crouch and crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

The employee is sometimes required to work in a confined, secure area in close proximity to jail inmates.

The noise level in the work environment is moderately quiet.

Required Travel

None.

Computers and Office Equipment

Computer and relevant software applications; calculator; telephone system; postage machine; facsimile; shredder; copier, scanner.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.