

Job Title: Contract/Procurement Specialist
Department: Finance & Administration
FLSA: Exempt
Reports To: County Financial Officer

Job Summary:

Under direct supervision of the County Financial Officer and limited direction from the County Manager, the Contract/Procurement Specialist will be responsible for performing various purchasing functions, contract functions and accounting functions which support the specific needs of the County. The incumbent will be responsible for planning, organizing and directing all phases of purchasing to include the acquisition of all goods and services, analyzing and recommending awards, and performing administrative and professional work. This position may supervise other employees.

Major Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans, organizes, coordinates and supervises the procurement of goods and services, professional services, construction and public works projects, and other contractual agreements on behalf of Upson County within the guidelines and requirements outlined by federal, state, and local laws.
- Initiates and manages the bid-proposal process from advertisement to award, administration of the purchasing system, contract management and all related processes.
- Provided purchasing information and reports.
- Confers with departmental personnel on procurement needs.
- Tracks the fixed assets of Upson County.
- Conducts research involving purchase and invoice problems.
- Coordinates the County's surplus property programs.
- Serves as the authorizing agent for employee use of purchase cards; interacts with Human Resources Department and the County Financial Officer to maintain database for cards issued to employees.
- Maintains a database and filing system for monitoring contracts.
- Develops recommendations for improvements or amendments to the County's purchasing policies.
- Assists the Finance Department in performing accounting tasks for periodic and year-end reporting.
- Performs other related duties as assigned.

Desired Knowledge, Skills and Abilities:

- Working knowledge of the principles and practices of governmental purchasing
- Working knowledge of familiarity with goods and services purchased in the local government setting

- Ability to master and explain the County’s purchasing policies and procedures
- Skill with Smart Fusion software preferred
- Skill in the use of hardware and software associated with purchasing activities
- Ability to accurately and efficiently maintain records
- Ability to read and generate reports including budgets, price quotes, correspondence, vouchers, etc.
- Ability to perform duties independently with minimal supervision
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public
- Ability to maintain sensitive and confidential information
- Ability to communicate effectively with internal and external customers
- Must possess a strong work ethic and a positive team player attitude

Material and Equipment Used:

Computer	Fax Machine	Word processing, spreadsheet and database software
Calculator	Photocopier	Scanner
Telephone		

Minimum Qualifications:

- Bachelor’s Degree from an accredited college or with major coursework in public or business administration, preferred. Minimum of five (5) years of professional level experience, preferably in public sector purchasing.
- Associate’s Degree may be acceptable with minimum of seven (7) years of professional level experience, preferably in public sector purchasing.

Physical Demand/Work Environment:

The physical demands 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to walk, stand and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work is usually done in an office setting and sometimes at a county facility or job site.