

JOB DESCRIPTION

Purchasing Coordinator

FLSA: Non-Exempt
Reports to: Finance Director

Pay Level: Level 4
Prepared/revised: November 2018

Job Summary:

The employee is responsible for clerical duties relating to the administrative functions of purchasing, ad valorem tax, as well as the accountability of these accounts. Duties also include other support services under the supervision of the Finance Director and the general supervision of the City Administrator. Independent judgment is used in performing tasks. The employee must occasionally take different courses of action in order to complete the tasks. The employee has frequent contact with vendors.

Supervision Exercised or Received:

The Purchasing Coordinator exercises supervision over no employees.

The Purchasing Coordinator receives supervision from the Finance Director.

Essential Functions:

1. Prepare for approval Purchase Orders for all departments in accordance to the Purchasing Policy and budgetary parameters.
2. Process invoices to be paid through computer accountability procedures.
3. Write and coordinate mailing accounts payable checks and maintain accounts payable files.
4. Balance monthly statements with invoices, resolve problems, and prepare reports for the Board and Department Heads.
5. Compile and maintain bid book, vendor book, MSDS file, and W9 files.
6. Purchase Municipal Building supplies as needed, and work with departments as needed on purchasing supplies.
7. Receives cash funds including property tax, and accounts for all monies received.
8. Must communicate and cooperate with department heads and other employees of the City.
9. Reviews travel expense reports to insure compliance with the Travel Policy.
10. Provides guidance through policies and training, and is a source of information to all departments in meeting their purchasing needs.
11. Coordinates the sale of surplus equipment, vehicles and property through GovDeals, public auctions or other similar entities in accordance to policy.
12. Bill other entities for work performed or items purchased by the City to be reimbursed.
13. Deal effectively with citizen complaints, answers their questions and refers them to the appropriate person or department.

Additional Responsibilities:

1. Process paper flow concerning material requisitions for the City which involves purchase orders, forms, invoices, bids, etc.
2. Maintains current filing system of active and paid purchases.
3. Solicits and receives bids on small, common items such as office supplies.

4. Prepares correspondence, pamphlets, minutes, and other documents.
5. Assist with preparation of budget books.
6. Performs other duties as assigned.

Knowledge Of:

1. Knowledge of basic purchasing principles, practices, and procedures.
2. Knowledge of modern office practices, procedures, and equipment.
3. Knowledge of business English.
4. Ability to keep records and make reports.
5. Ability to type 40 words per minute accurately.
6. Ability to establish and maintain an effective working relationship with other employees.
7. Ability to make arithmetic computations and tabulations accurately and with reasonable speed.
8. Ability to understand and follow oral and written instructions.
9. Ability to communicate purchasing procedures clearly and concisely to employees.
10. Ability to use keyboards accurately on calculators, typewriters, and computers.

Position Requirements:

1. **Education** – Graduation from a standard high school including or supplemented by courses in general office practices, keyboarding, computer instruction or equivalent. Higher education is preferred.
2. **Computer skills** – Knowledge of Microsoft Office including but not limited to PowerPoint, Excel, email and other relevant software.
3. **Work experience** – Some experience in office clerical work preferably in a purchasing area.

Additional Requirement:

1. **Work hours** – 40 hour work week. A full time, non-exempt employee. May work evenings and weekends, as needed.
2. **Work environment** – Work is generally performed indoors, some tasks will be performed regardless of weather conditions.
3. **Physical Requirements** – The Purchasing Coordinator will be required to do common tasks such as: sit for an hour or more, talk, hear, stand, walk, balance, stoop, squat, bend and /or kneel, and lift objects weighing 30 pounds or more. 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 function. Must be able to perform essential functions of life.

Note:

At the discretion of the City of Fayetteville, a background check may be made. Employment is contingent upon satisfactory completion of a background check, drug screen and agility test.

Nothing in this job description restricts the ability or the right of the City of Fayetteville to assign, reassign or eliminate the duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time, due to reasonable accommodations or other reasons deemed appropriate by the City of Fayetteville.

The job description does not constitute an Employment Agreement between the employer and the employee and is subject to change, according to the business needs of the City of Fayetteville.