





POSITION DESCRIPTION

Title: Assistant Purchasing Director

Department: Budgeting and Purchasing

Job Analysis: September 2019

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Purchasing Director, Budget Director

Subordinates: Buyer I, Buyer II, Purchasing and Budget Assistant, Custodians (Bay Minette), in absence of the Purchasing Director.

Internal Contacts: All County Departments

External Contacts: Vendors, Suppliers, Contractors, Architects, Engineers, Other Government Agencies

Status: Classified/Exempt (EC-8)

Job Summary

The Assistant Purchasing Director assists in the day-to-day operations of the Purchasing Department. This position will: assist in the purchasing and grant procurement duties, assist in the planning, prioritizing and scheduling of special Commission assigned projects and grants and report to the Purchasing Director, coordinate with County staff and contractors to make sure that special projects are completed in a timely matter and report to Purchasing Director, assist departments in preparing specifications and maintaining the required documentation by law and County rules and regulations and report to the Purchasing Director, supervises all documentation of all purchases of non-bid items, including helping departments develop specifications and obtaining quotes, and oversees in the receiving of ordered items and ensuring that their receipt is promptly posted to the accounting system so that vendors can be paid through accounts payable in a timely manner and reports to the Purchasing Director.

Job Domain

1. Assists the Purchasing Director in keeping the Commission and Budget Director informed and updated of day-to-day status of the special projects directly under the authority of the Commission.
2. Assists in coordinating meetings schedules/activities associated with the special projects, assumes project responsibility as assigned.
3. Assists in planning, prioritizing and scheduling of special projects.

4. Assists in the preparation and processing of bid specifications and contract documents.
5. Assists in coordinating schedules for Pre-Bid and Pre-Construction Conferences. Processes Project Bid documents.
6. Participates in collecting and sorting of files and maintains working project files and records.
7. Assists in the preparation of contract change order(s) and supplemental agreement(s).
8. Assists in receiving and processes progress payments for special projects.
9. Assists in the close-out of project documents.
10. Assists the Purchasing Director in the preparation of specifications for routine bid items.
11. Other duties as assigned/required to assist Purchasing Director.
12. Assist the Purchasing Director in any special project that is assigned by the Commission.
13. Assist in resolving vendor or contractor grievances and claims against suppliers.
14. Assist Purchasing Director in representing companies in negotiating contracts and formulating policies with suppliers.
15. Assist in reviewing, evaluation, and approving specifications for issuing and awarding bids.
16. Assist County staff that is engaged in buying, and distributing materials, equipment, machinery, and supplies.
17. Assist the Purchasing Director with on-line purchasing systems.
18. Assist in develop and implement purchasing and contract management instructions, policies, and procedures.
19. Work with State of Alabama Public Examiners to make sure that purchases are in compliance with Competitive Bid Law and grants are in compliance with State and Federal Statutes.

Knowledge, Skills, and Abilities

1. Skills to communicate effectively with the office staff, general public, and elected officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals and correspondence.
5. Ability to assign tasks and supervise employees.
6. Skill in the operation of various computer programs.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal rules.
8. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Requirements

1. Associate's degree in Business Administration, Purchasing or related fields; management experience or equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Minimum of two (2) years in Alabama Bid Law, desirable.

POSITION DESCRIPTION

Title: Purchasing Director

Department: Budgeting and Purchasing

Job Analysis: 09/2013, 11/2015, 02/2017, 06/2017, 06/2018, 05/2019, 10/19

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: Budget Director

Subordinates: Buyer I, Buyer II, Asst. Purchasing Director, Purchasing and Budget Assistant, Custodians (Bay Minette)

Internal Contacts: All County Departments

External Contacts: Vendors, Suppliers, Contractors, Architects, Engineers, Other Government Agencies

Status: Classified/Exempt (EC-9)

Job Summary

Responsible for all of the purchasing and grants duties. Responsible for planning, prioritizing and scheduling of special Commission assigned projects and grants. Coordinate with County staff and contractors to make sure a special project and grant is completed in a timely matter. Responsible for the day-to-day direction of project support teams, and assist with performance of those employees involved with project support. Supervises the entire staff including preparing specifications and maintaining the required documentation by law and County rules and regulations. Supervises all documentation of all purchases of non-bid items, including helping departments develop specifications and obtaining quotes. Oversees in the receiving of ordered items and ensuring that their receipt is promptly posted to the accounting system so that vendors can be paid through accounts payable in a timely manner.

Job Domain

1. Keeps the Commission and Budget Director informed and updated of day-to-day status of the special projects directly under the authority of the Commission.
2. Coordinates meeting schedules/activities associated with the special projects, assumes project responsibility as assigned.
3. Assists in planning, prioritizing and scheduling of special projects.
4. Staff contact person for special projects under the authority of the Commission.
5. Assists in the preparation and processing of bid specifications and contract documents.

6. Coordinates and schedules Pre-Bid and Pre-Construction Conferences. Processes Project Bid documents.
7. Collects, sorts, files and maintains working project files and records. Assists in the preparation of contract change order(s) and supplemental agreement(s).
8. Receives and processes progress payments for special projects.
9. Assists in the close-out of project documents.
10. Supervises the preparation of specifications for routine bid items.
11. Other duties as assigned/required to assist Budget Director.
12. Any special project that is assigned by the Commission.
13. Resolve vendor or contractor grievances and claims against suppliers.
14. Represent companies in negotiating contracts and formulating policies with suppliers.
15. Review, evaluate, and approve specifications for issuing and awarding bids.
16. Direct and coordinate activities of personnel engaged in buying, and distributing materials, equipment, machinery, and supplies.
17. Administer on-line purchasing systems.
18. Develop and implement purchasing and contract management instructions, policies, and procedures.
19. Work with State of Alabama Public Examiners to make sure that purchases are in compliance with Competitive Bid Law and grants are in compliance with State and Federal Statutes.
20. Supervises the Budgeting and Purchasing and Bay Minette Custodial personnel.

Knowledge, Skills and Abilities

1. Skills to communicate effectively with the office staff, general public, and elected officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals and correspondence.
5. Ability to assign tasks and supervise employees.
6. Skill in the operation of various computer programs.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal rules.
8. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Requirements

1. Associate's degree in Business Administration, Purchasing or related fields; management experience or equivalent combination of experience and training that provides the knowledge, skills, and abilities necessary to perform the work.
2. Minimum of two (2) years in Alabama Bid Law, desirable.