

***All Applications are accepted in the Human Resources Department, 205 Hanchey Road, Wauchula, FL 33873, Phone:(863) 773-2161. Position is open until filled.**

JOB OPENING

PURCHASING DIRECTOR

Grade 32: \$48,254.83 (\$23.20/hr.) - \$66,519.82 (\$31.98/hr.)

DEPARTMENT: PURCHASING

DIVISION: COMMUNITY DEVELOPMENT & GENERAL SERVICES

GENERAL DESCRIPTION:

A professional position responsible for administrative and supervisory work coordinating activities of applicable County departments necessary to insure timely and accurate purchasing procedures, operational fuel sites, and central warehouse facility. Work is performed under the direction of the Director of Community Development and General Services.

ESSENTIAL JOB FUNCTIONS:

1. Coordinates purchasing of a wide variety of supplies, materials and equipment for the County.
2. Processes and coordinates purchase requisitions; prepares invitations to bid.
3. Contacts vendors for verbal estimates; meets with vendors and sales representatives.
4. Prepares proper bid specifications; works with departments to obtain proper requisitions and data on products needed.
5. Maintains supplies and schedules removal and pickup of inventory items.
6. May attend Board meetings and workshops when special projects are being addressed.
7. Directs and supervises the County-wide purchasing policies and procedures.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of principles and practices of purchasing. Ability to analyze bids for cost, specifications and/or vendor service. Ability to maintain records. Ability to make decisions with minimum supervision. Ability to meet and deal effectively with salespersons and visitors. Ability to generate thorough and accurate documents and use sound judgment when dealing with special projects. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in Management, Business Administration, Public Administration or a related field. Considerable experience in a governmental agency. Five years experience with governmental purchasing procedures and inventory control. NIGP Public Procurement Certification preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

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Page 2

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.
NIGP Public Procurement Certification preferred.

ESSENTIAL PHYSICAL SKILLS:

Ability to sit at a desk and view a display screen for extended periods of time.
Acceptable eyesight (with or without correction).
Acceptable hearing (with or without correction).
Ability to communicate both orally and in writing.
Ability to input, access and retrieve information from a computer.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 3/6/03
REVISED 05/13/05