



CLASSIFICATION NO. 074  
Established: 5/09  
Revised: 8/15, 3/17, 8/17, 9/24  
FLSA: Non-Exempt  
EEO: 5

## **PURCHASING COORDINATOR**

### **CLASS CHARACTERISTICS**

Under general direction, to purchase materials, supplies, and equipment for a large department/division; to coordinate warehouse operations, materials and inventory; to load, unload, and store inventory/supplies; to consult with staff of operating departments to analyze and develop specifications for commodities, and for standardizing items; to ensure product compatibility; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Purchasing Coordinator is a single classification and not part of a classification series. The Purchasing Coordinator is responsible for the procurement of materials, supplies and equipment needed for a large County department/division within established procurement limits. Purchasing Coordinators work independently and in partnership with the County's centralized Procurement Office to evaluate market conditions, sources of supply, quality and cost in order to purchase items at the lowest cost consistent with quality, compatibility and county standards. Incumbents also coordinate the delivery and installation of materials, supplies and equipment within their department/division.

The Purchasing Coordinator differs from the Procurement Office's Procurement and Contract Assistant, which is the first level of the Procurement and Contract series which performs routine and standardized purchasing, contracting or agreement work County-wide.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Coordinates, researches, purchases, and maintains inventory of a variety of materials, supplies, and equipment for a County department and/or division; ensures purchasing procedures are in compliance with County Procurement Office standards, Federal, State and County statutes, rules, laws, regulations and policies; checks quality and quantity of items received against purchase orders; resolves discrepancies with vendors or appropriate procurement staff.
2. Loads, unloads, monitors and inventories stock; operates a forklift; establishes inventory control methods and practices; maintains and monitors inventory using an electronic inventory management system; ensure proper maintenance and working order of vehicle chains, small tools and other equipment; may coordinate tool maintenance with vendors and outside companies.
3. Makes recommendations and provides data to Procurement Office for negotiation and monitoring of annual supply contracts.

4. Utilizes existing price agreements and/or solicits price quotes and product service information; processes requisitions and purchase orders for departmental purchasing; contacts vendors and gathers information regarding price and delivery schedule; uses internet and vendor publications to review and research products, accessories, options, pricing, and availability of items; describes characteristics of items desired; contacts vendors for price quotations; evaluates supply sources, market conditions, quality, cost, availability and speed of delivery; confers with department/division on items quoted to match suitability and lowest cost consistent with quality and county standards for items requested.
5. Compiles data, reports or other information used in the development of department budgets; prepares supporting documentation; may coordinate, enter and track departmental revenues and expenditures for procurement of goods and services.
6. Advises department/division staff on procurement issues; explains purchasing procedures and standards.
7. Investigates and evaluates complaints from department/division staff on items received; takes corrective action to obtain compliance of vendor with the conditions of the purchase order by either crediting the department/division or processing a Return Materials Authorization; remains current with market conditions, product developments and performance of individual vendors.
8. Maintains records, prepares reports and correspondence; performs accurate data-entry into computer of transactions such as orders, receipts, and supplies; resolves purchasing discrepancies; provides support to accounts payable staff on vendor payments; reconciles invoices to purchase orders for large multiple accounts and multiple item orders; work with vendors to resolve late/missed payments; provide information to vendors and contractors.
9. May lead the work of regular and/or temporary staff.

### **REQUIRED KNOWLEDGE AND SKILLS**

Working knowledge of: Material management and inventory control procedures and practices; principles and practices of public sector purchasing, inventory control, billing and collection procedures; basic record keeping procedures; current office procedures, including computerization of inventory and records; basic mathematics; pertinent Federal, State, and local laws, codes, and regulations; warehousing methods and procedures including inventory record keeping and control systems.

Skill to: Maintain accurate records, including counting, alphabetizing, and coding; organize, stock, and issue supplies, materials, parts, tools, and equipment; operate a forklift; maintain equipment; perform arithmetic calculations; evaluate quality and price of products to judge suitability of goods and alternatives offered; organize and prioritize work load and assignments; efficiently and effectively operate a computer for inventory and purchasing purposes; resolve problems with vendors and County personnel; communicate effectively, both orally and in writing; prepare reports; establish and maintain effective working relationships with County employees, the public and vendors.

Working Conditions: Within DTD's Transportation Maintenance Division, duties require occasional to frequent walking, squatting, kneeling, bending, twisting, climbing, overhead

reaching, repetitive grasping, pinching and fine motor manipulation. The ability to lift and carry up to 60 pounds, and push/pull 100 pounds. Duties also involve frequent exposure to loud noises, vibration, slippery and/or uneven surfaces, dust, fumes and chemicals. Work primarily performed in a warehouse, shop and/or heated office environment with occasional work outdoors. Incumbents may perform after-hours emergency response beyond assigned shifts

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Within DTD's Transportation Maintenance and Fleet Divisions, must pass a pre-employment drug test.

Some positions must successfully pass a criminal history check which may include national or state fingerprint records check.

Within DTD's Transportation Maintenance Division, employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

### **POST-EMPLOYMENT REQUIREMENTS:**

Within DTD's Transportation Maintenance and Fleet Divisions, incumbents must obtain a forklift certification within 60 days of hire.

Edited: 8/19