



JOB OPENING

Troup County Government

Position: Purchasing Director	Department: Purchasing	Salary: Depending on Qualifications
---	----------------------------------	--

Under general supervision and instruction this position is responsible for directing the County's purchasing activities.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field preferred
- ⇒ Must have a current valid driver's license
- ⇒ Must have 1-3 years experience in a related field
- ⇒ Knowledge of purchasing and bidding procedures
- ⇒ Knowledge of available vendors and current prices
- ⇒ Knowledge of federal, state and county purchasing laws and regulations
- ⇒ Knowledge of budgeting and accounting practices; skill in performing basic mathematical calculations
- ⇒ Skill in the training and supervision of personnel
- ⇒ Skill in the operation of standard office equipment
- ⇒ Skill in maintaining files and records
- ⇒ Skill in the operation of computers and job-related software programs
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Assists all county departments in making purchases; ensures compliance with county ordinances and laws
- ⇒ Prepares, solicits and opens bids, proposals and informal quotations for goods and services
- ⇒ Reviews specifications, conducts pre-bid meetings and issues applicable addenda
- ⇒ Evaluates submitted bid documents and manages contracts
- ⇒ Liaison for county departments and contractors for projects after award of contract; attends Contractor/Owner/Architect (COA) meetings
- ⇒ Reviews requisitions and issues purchase orders; researches and identifies new vendors
- ⇒ Reviews and approves purchase orders for payment; approves all purchases that exceed \$5,000.00
- ⇒ Locates suppliers for all products needed by county departments for their job requirements
- ⇒ Assigns and reconciles asset numbers; assists with annual audits
- ⇒ Oversees disposal of surplus property by internet sales
- ⇒ Completes vendor credit applications; manages vendor credit cards issued to divisions and accounts associated with cards; maintains files, logs and a variety of documentation
- ⇒ Manages Amazon account and places all orders; schedules check out of pool cars
- ⇒ Assumes the required daily responsibilities of other Purchasing Department employees in their absence which includes the processing of out-going mail from all departments
- ⇒ Prepares departmental budget; assists in the preparation of county special events
- ⇒ Assists departments with a large variety of problems that arise daily
- ⇒ Responds to county "In-house" emergencies that arises regardless of day or time
- ⇒ Oversees stockroom operations and annual inventory for Auditors
- ⇒ Develops Purchasing Department guidelines
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 04022024 Purchasing Director

Grade 21

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace