

CLASSIFICATION TITLE: PURCHASING SPECIALIST III

PURPOSE OF CLASSIFICATION

Performs intermediate to advanced work related to procuring services, equipment, and supplies by established policies and regulations. Responsibilities include processing purchasing requisitions, preparing and issuing Request for Quotations, Invitation to Bids (ITBs), standard Request for Proposal (RFP), other procurement methodologies as required, opening and tabulating quotes, and providing information to vendors. The position works under the general guidance and reports to the Purchasing Administrator.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Solicits and receives competitive price quotes, ITBs, standard RFPs, and other procurement methodologies as required; issues addendums to notify vendors of additions/changes in solicitations; reviews and determines the award of solicitation; verifies the price and availability of needed merchandise; enters ordering data into the computer; determines delivery location, coordinating with department and vendor on direct deliveries or pickup orders.

Reviews department purchase requisition reports for materials/supplies requested; ensures the accuracy and completeness of information about requested items, including developing proper specifications; obtains missing/additional information from departments; processes requisitions for items up to an established/approved dollar amount per transaction; and generates purchase orders.

Assist vendors and various departments by researching and providing information on the status of payments, shipping dates, purchase orders, bids/proposals, and invoices and initiating problem resolution. Coordinates returning incorrect or damaged merchandise to the vendor and follow up on refunds, credits, or exchanges.

May train staff. Provide guidance and assistance to other employees, as required.

Provides general customer service: answers telephone and meets/greets clients and

vendors[\[CN10\]](#) [\[CG11\]](#)

Opens bids publicly, reading product and price to all attendees; prepares initial bid tabulation; evaluates materials/services, clarifying with the vendor any unclear portions of the bid; submits an award recommendation, in writing, stating specific reasons for the recommendation, to the Purchasing Administrator final award.

Operates a computer to enter, retrieve, review, or modify data; verifies the accuracy of entered data and makes corrections; utilizes the County's ERP and E-Procurement Systems, word processing, database, Internet, or other programs.

Prepares and maintains purchasing files to ensure vendor compliance; maintains records of purchasing activities, correspondence, and/or other documents.

Responsible for conducting and coordinating pre-bid and pre-proposal conferences.

Maintains a current knowledge of applicable laws/regulations; maintains an awareness of new products, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions, as appropriate.

Prepare and maintain accurate records and documentation on all solicitations, responses, and purchases.

Makes professional decisions in a fast-paced environment.

Maintain individual workload statistics.

Maintain the integrity of the public procurement process.

Confers with the County's Legal Department and Risk Management Division for insurance and legal issues.

Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.

Perform other related duties as required.

MINIMUM REQUIREMENTS:

Required: Bachelor's Degree in Public Administration, Business Administration, or a related field from an accredited college or university, four (4) years of progressive experience and/or training, preparing Invitation to Bid (ITB), Request for Proposal (RFP), and the procurement process; Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) issued through the Universal Public Purchasing Certification Council (UPPCC) or NIGP Certified Procurement Professional (NIGP-CPP) preferred or any equivalent combination of training, and experience that provides the requisite knowledge skills and abilities for this position.

Must obtain and maintain one of the following certifications within two (2) years of employment: Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) issued through the Universal Public Purchasing Certification Council (UPPCC) or NIGP Certified Procurement Professional (NIGP-CPP).

Must obtain and maintain Georgia Certified Purchasing Associate (GCPA) certification within eighteen (18) months of employment.

ADA COMPLIANCE:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.