



**PURCHASING SPECIALIST
JOB DESCRIPTION**

JOB TITLE: Purchasing Specialist	CLASSIFICATION: Office/Clerical	IMMEDIATE SUPERVISOR: Accounting Manager
PAY GRADE: 119	DEPT: Finance	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Performs routine as well as complex purchasing transactions for the Village. Maintains the Village's fixed assets program.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists with Village procurement, including but not limited to obtaining quotes, purchase orders, requisitions, contract implementation in accordance with Village accounting policies and procedures.
- Sets up and maintains accounts with vendors and contractors.
- Places orders with vendors, and assists with other purchasing transactions in coordination with all Village departments.
- Process interface of Rectrac transactions to the General ledger System and provide backup for all other revenues received.
- Scans documents relating to, purchasing, accounts receivable and documents from Accounting Manager's office, into laserfiche.
- Maintains user with vendor credit card access and Village's American Express account.
- Prepares and submit to State, monthly Sales Tax reports and quarterly Fuel Tax Rebates.
- File unclaimed/uncashed checks to State, according to State laws.
- Maintains a contracts calendar log to ensure seasonal and annual deadlines are met for purchases, leases, contract renewals, etc.
- Maintains Village wide fixed asset system for additions, deletions and transfers, including coding errors.
- Handles inquiries from vendors and departments on purchasing issues.
- Maintain inventory, and order office and break room supplies for Village Hall.
- Provides first line backup for A/P and Payroll.
- Filters department's WQA requests.
- Coordinates and/or fill public records request for department.

OTHER DUTIES:

- Assist with scanning of documents during a declared emergency.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:Education and Experience:

- High school diploma with course work in accounting or purchasing;
- At least two (2) years in procurement and/or accounting, preferably with governmental accounting;
- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Working knowledge of clerical methods used in keeping fiscal accounts and records.
- Working knowledge of governmental accounting and purchasing standards.
- Ability to perform routine tasks involving data entry and computers.
- Working knowledge of fixed asset records maintenance
- Working knowledge of automated procurement systems, Microsoft Word & Excel, AS400, Outlook, and other professional software
- Ability to establish and maintain effective working relationships with supervisors, other employees, and the general public.
- Ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift or move up to 25 to 30 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

TOOLS & EQUIPMENT USED:

Computer, printer, scanner, calculator, adding machine, copier, typewriter, and other associated equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee rarely works in

outside weather conditions. The noise level in the work environment is usually quiet when in the office.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and reference, criminal, background and credit checks; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

HISTORY:

Created: 03-15-01

Revised: 08-03-05

Revised: 10-29-08

Revised: 11-05-15

Revised: 10-01-16

Revised: 09-14-18