



Purchasing Support Specialist

Category: Classified
Pay Grade: C19
Job Code: 08442

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical and administrative work to support the business operations of the Purchasing Department; performs varied tasks including but not limited to the processing of purchasing requisitions, change orders, and purchase orders.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Drafts and processes purchase requisitions for the purpose of facilitating the purchasing process for County operations;
- Drafts and processes change orders to existing purchase orders;
- Initiates and processes purchase orders for County operations;
- Maintains documents, files, and records for the purpose of providing up to date reference and audit trail for compliance;
- Contacts vendors to expedite orders;
- Assists staff and/or vendors for the purpose of providing information and facilitating purchasing process;
- Responds to information inquiries with vendors and employees for the purpose of responding to inquires;
- Monitors vendor performance/compliance;
- Prepares and issues summons and writs;
- Performs entry of defaults;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of clerical experience in the processing of accounting, purchasing, and/or warehousing documentation and reports, or related work; or an Associate's degree in purchasing, finance, business, accounting, public administration, or related field plus one (1) year of purchasing related experience; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of purchasing procedures and County policies applicable to the contracting process;
- Knowledge of purchasing and/or accounting, principles, procedures, and/or practices;

- Knowledge of standard software applications such as word processing, spreadsheets, email, Internet access, and data processes;
- Knowledge of business English, spelling, arithmetic, and bookkeeping standards.
- Ability to operate a personal computer and apply basic software applications;
- Ability to deal with vendors and employees with tact and diplomacy in resolving stressful or conflicting situations;
- Ability to prepare and manage accurate records and utilize County enterprise software;
- Ability to communicate clearly and concisely orally and in writing;
- Ability to maintain and retrieve statistical and factual reports and provide appropriate assistance.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable work environment.