

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Purchasing Agent
Department : Finance
Revised : December 2011

Class : Professional
FLSA : Exempt

This job description supersedes any prior description for the Purchasing Agent classification.

GENERAL DESCRIPTION

Responsible professional level accounting and purchasing work involving the coordination of purchases and the development of bid specifications. Exercise of discretion and independent judgment are necessary. Work is performed under the supervision of the Assistant Finance Director and is evaluated by observation and through records and reports, and periodic conferences.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates central purchasing including the procurement of materials, equipment, and supplies.

Reviews and approves purchase orders and invoices.

Enters journal entries and cash receipts, corrections, and updates.

Corresponds with vendors and uses independent judgment in negotiating quotes.

Researches availability and quality of equipment and supplies.

Coordinates the development of bid specifications.

Coordinates the sale of surplus personal property.

Ensures the accuracy of the accounting of fixed assets, enters data into fixed asset files, balances fixed asset accounts, and prepares fixed asset reports for annual audit and financial statement.

Maintains county vehicle list, purchase of county vehicles, applies for title and tags, and issues and replaces fuel cards. Prepares vehicles for public auction.

Monitors financial aspects of contractual agreements and special projects; prepares a variety of statistical reports regarding the County's purchasing activities.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

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KNOWLEDGE, SKILLS, AND ABILITIES

Through knowledge of the principles and practices of purchasing, accounting, and developing bid specifications.

Considerable knowledge of governmental accounting and financial reporting concepts.

Ability to use discretion and independent judgment to research products and vendors and effectively negotiate the pricing of county purchases.

Ability to establish and maintain effective working relationships with county officials, vendors, fellow employees, and the general public.

Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS

The work in this class is primarily sedentary in nature. Physical requirements include sitting for extended periods of time, walking, bending, stooping, and lifting books and files of approximately 35 lbs or less. Work includes extended periods of time viewing a computer video monitor and operating a keyboard. Work may include operation of a motor vehicle. Employee may be exposed to hazardous materials.

EXPOSURE CONTROL

Work activity does not entail predictable or unpredictable exposure to blood or body fluids.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's Degree from an accredited college or university in Accounting, Business Administration, or Public Administration and two years of purchasing or related experience; or an Associate's Degree from an accredited college or university and four years of experience.

**This job description does not create an employment contract,
implied or otherwise.**