

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: AUGUST 27, 2012**  
**REVISED: SEPTEMBER 13, 2012**  
**CLOSING DATE: SEPTEMBER 27, 2012**

**DEPARTMENT:** Finance/Purchasing

**POSITION:** Procurement Coordinator

**LOCATION:** Globe

**JOB CODE:** 12-087

**ANNUAL SALARY:** \$43,160.00-\$52,582.40 DOE

### **NATURE OF WORK**

Organizes and directs day to day operations of the procurement group. This entails overseeing the County purchases, contracts, bid requests and clerical staff. The key functions which are the direct responsibility of the Procurement Coordinator are listed below. Position is FLSA exempt.

### **DUTIES AND RESPONSIBILITIES:**

- Ensure Gila County abides by all ARS statues related to procurement
  - This includes purchasing, contracts and disposal of goods and assets
- Establish and follow internal County policy/procedures for Request for Proposals/Bids
- Establish working strong relationships with local suppliers / contractors and internal departments
- Develop and maintain preferred vendor list
- Establish and maintain procurement group policies and procedures
- Establish and maintain open and transparent bid submission, review and award process
- Develop means to monitor and maximize customer support satisfaction
- Develop strategic partnerships with community representatives, external agencies and internal departments and offices to develop a sense of relevant issues facing our community
- Maintains professional knowledge and promotes professional development of staff by attending seminars, and participating in professional organizations.
- Ensure operations conform to local, state, and federal governmental regulations and applicable rules and requirements as well as assuring best practices and good public policy standards are met.
- Apply independent judgment and technical knowledge to evaluate bid proposals, analyze terms and conditions, recommend awards, prepare contracts and agreements, and monitor orders / contracts.
- Maintain effective communications with County management, internal and external customers and also the general community.

### **WORKING ENVIRONMENT:**

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

### **EMPLOYMENT STANDARDS:**

Bachelor's degree, preferably in Procurement Management or Business Administration. A minimum of 5 years experience in supervisory capacity and professional level experience involving the acquisition of equipment, supplies, and services. Also currently hold certification as Certified Public Procurement Buyer or equivalent credentials or achieve such certification within 1 year of hire.

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**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Principles and practices of contract preparation, procurement methods and procedures related to contracts, contract management principles and procedures, general accounting processes. Basic knowledge of the Arizona Revised Statutes pertaining to the procurement functions within the operation of Arizona Counties.

**Skills to:** Supervise the overall day to day operations of the procurement group and maintain professional –level relationships with both internal and external customers. Effectively communicate verbally and in writing, coordinate multiple projects, research, analyze and develop contracts, maintain effective internal procedures and operate the procurement group within the guidelines of the Arizona Revised Statutes.

**Abilities in:** Communications, developing and maintaining relationships, making decisions, prioritizing tasks, producing written documents with clear organized thoughts. Exercise independent initiative and judgment working cooperatively with other internal employees and the public.

**NOTICE:** APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.