

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: MARCH 19, 2013**  
**CLOSING DATE: MARCH 25, 2013**

**DEPARTMENT:** Purchasing/Finance

**POSITION:** Procurement Administrator

**LOCATION:** Globe

**JOB CODE:** 13-028

**OPEN TO GILA COUNTY EMPLOYEES ONLY**

**ANNUAL SALARY:** \$29,078.40-\$35,422.40 DOE

### NATURE OF WORK

The Procurement Administrator will provide support to Procurement and oversee the pCard program in continuing efforts of expanding the Gila County program while enhancing organization-wide efficiencies and driving usage and compliance. Also be a central position in directing the purchasing process with the County.

### DUTIES AND RESPONSIBILITIES:

- Provide customer support to existing and potential pCard users by addressing policy interpretations, how to complete application/agreement forms, general and technical inquiries, corresponding with bank representatives and assist in the resolution of problems.
- Assist with processing requests for pCards, reporting lost/stolen cards and closing accounts.
- Assist with maintaining pCard documentation to ensure appropriate agreement forms, applications and change requests are on file.
- Coordinate pCard training sessions and maintain training logs.
- Prepare reports for management on pCard statistics; monthly, quarterly and annually.
- Prepare reports to monitor compliance and proper card usage to ensure continued success of the program.
- Assist in special projects as needed, including but not limited to, system enhancements, program expansion and upgrades.
- Conduct research, evaluates findings, and makes independent decisions on procurement matters.
- Interpret and evaluate contract provisions.
- Obtain oral and written price quotes from vendors.
- Compare quotes with the specifications and availability of items and places orders.
- Review orders for completeness, accuracy and compliance with existing policies and procedures.
- Oversee procurement functions along with directly supervising buyer position.

### 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:

High School Diploma or G.E.D with a minimum of 2 years of college or combination of experience and education. Minimum 2 years in procurement of a variety of supplies, materials, equipment and services. Research and analysis, ability to use spreadsheets, record keeping and ability to work in team environment. A valid Arizona Driver's License.

**Continue on back of page.....**

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED:**

**Knowledge of:** Fundamental principles and techniques used in procurement; applicable state and Federal statutes, rules, codes and regulations; automated procurement systems; procurement documentation and reporting; principles of record keeping and records management; principles and practices of a centralized purchasing system; assigned commodities and services including sources of supply, commodity markets, price trends, grades and qualities; common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services; general office practices, procedures and equipment; customer service standards and protocol; County policies and procedures.

**Ability to:** Update procurement information records; perform accurate data entry and mathematical calculations; read, interpret and apply policies, procedures and instructions; ensure compliance with procurement regulations, standards and policies; maintain procurement documentation and records; maintain confidentiality of sensitive information and data; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Skills in:** Maintaining accurate and interrelated procurement records, and identifying and reconciling errors; effective verbal and written communication; establishing and maintaining effective working relations with co-workers; multi-tasking a variety of projects and managing priorities and tasks to meet schedules and timelines.

**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.