

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: AUGUST 21, 2015
CLOSING DATE: SEPTEMBER 3, 2015

DEPARTMENT: Finance

POSITION: Buyer

LOCATION: Globe

JOB CODE: 15-081

ANNUAL SALARY: \$25,233.00-\$27,614.00 DOE

PURPOSE OF THE JOB

The purpose of this position is to facilitate department requests to obtain quotes review order requests, and procure goods and services in the most cost effective or best value pricing for the County. Strive to exceed customer expectations while ensuring all purchases are done legally. Assist staff in maintaining asset inventory. Coordinate the disposition of County assets through quarterly auctions.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Assists County departments with the acquisition of goods, materials or services by reviewing and analyzing department requisitions to determine which vendors provide materials, services and products at the best price and delivery.	30%
• Assist the Contracts Support Specialist in the development of bid specifications and evaluation.	30%
• Prepares price quotations and evaluate to make recommendations for the purchase. Issue purchase orders to vendors.	20%
• Assist staff in maintaining County fixed asset inventory records. Coordinates and facilitate the County quarterly auction. Assist departments with inventory related issues.	10%
• Create bid folders, contract folders and files for bids. Maintains department files as needed.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues and explains County procedures or processes.

WRITTEN COMMUNICATION DUTIES

This position creates or edits internal memos, emails, documents and reports.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70 % in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Three (3) years experience accounting clerical/purchasing assistant experience in a government environment; or equivalent combination of education, training and experience.

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PROFESSIONAL CREDENTIALS REQUIRED

A valid Arizona Driver's License.

KNOWLEDGE REQUIRED

Purchasing principles and practices; purchasing methods and processes within a governmental environment; statutes and regulations governing purchasing activities; requests for bid and quotation processes; fundamental principles and techniques used in bookkeeping and accounting; applicable State and Federal statutes, rules, codes and regulations; automated accounting systems; accounting documentation and reporting; principles of record keeping and records management; standard office software applications.

SKILLS REQUIRED

Active learning, critical thinking, reading, customer service, negotiating, problem solving, multi-tasking, typing and data entry. Maintaining accurate and interrelated accounting records, and identifying and reconciling errors; coordinating County purchasing activities and performing a variety of purchasing related functions; multi-tasking a variety of projects and managing priorities and tasks to meet schedules and timelines.

ABILITIES REQUIRED

Update accounting information records, focus, and make sense of multiple data; multi-task, perform accurate data entry and mathematical calculations; read, interpret and apply policies, procedures and instructions: ensure compliance with accounting regulations, standards and policies; maintain and coordinate lease programs and third party leases; administer on-line purchasing capabilities for County departments; communicate effectively verbally and in writing and maintain calm demeanor in stressful situations.

PHYSICAL DEMANDS

- Routinely sits to complete a program; occasionally sits to attend to reception areas.
- Requires dexterity for keyboard operation constantly.

WORK ENVIRONMENT

Incumbents in this position constantly spend time in office environment.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.