

PURCHASING SUPPORT SPECIALIST

Job Code	Pay Grade
08442	CL12

Nature of Work

This is technical and administrative work to support the business operations of the Purchasing Department. This position may be responsible for varied tasks including but not limited to the processing of purchasing requisitions, change orders, and purchase orders. An employee in this class exercises a high degree of independent judgement and is required to have an extensive working knowledge of departmental operations. In addition, an employee in this class is expected to be able to analyze, interpret information, interpret reports and solve routine problems. The position typically reports to the Manager of Purchasing Support.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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, employees, for the purpose of responding to inquiries.
- Monitors vendor performance/compliance.
- Performs related work as assigned or required.

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.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Para-Professionals	Classified