

**GARRETT COUNTY GOVERNMENT
JOB DESCRIPTION**

JOB TITLE: Purchasing Coordinator
DEPARTMENT: Public Works
DIVISION: Utilities
REPORTS TO: Division Chief
FLSA STATUS: Non-Exempt

SUMMARY: Establish and maintain a computerized Inventory Control System and support functions to manage the supply, disbursement and sale of electrical, mechanical, plumbing, and chemical components required for the operation and maintenance for water, sewer, and communication systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Prepare requisition requests for approval for purchase of materials and supplies needed for the proper functioning of the maintenance and operations programs.
2. Coordinate purchase and cost control with administrative personnel.
3. Coordinate chemical and operational supply purchases with system operators.
4. Coordinate electrical component supply purchases with the electrician.
5. Coordinate maintenance supply purchases with the superintendent and construction foreman.
6. Establish and maintain a minimum reorder level for all items in the inventory system.
7. Order and verify receipt of all supplies.
8. Maintain a record of all outgoing supplies to maintenance and operational personnel.
9. Maintain a record of all sales of supplies to independent contractors and/or general public.
10. Invoice and receive payment for supplies sold to the general public and/or independent contractors.
11. Coordinate disbursement and receipt records with administrative personnel.
12. Maintain organization of all inventory.
13. Maintain inventory storage and office area in a neat, clean, and orderly fashion.
14. Organize materials required to perform maintenance and/or repair tasks.
15. Aid in the unloading of inventory upon receipt and loading of inventory upon purchase by general public, independent contractor, and/or maintenance personnel.
16. May be required to operate Bobcat loader, autocrat, and/or other equipment required to load, unload and locate heavy materials.
17. May be required to travel to suppliers to purchase materials.
18. May be required to deliver materials to job sites.
19. Other duties may be assigned.

QUALIFICATIONS:

This position requires good organizational skills. This position requires the ability to be proficient on the computer, telephone, copier and fax machines. Ability to effectively work with the public, independent contractors, suppliers, and staff through direct communication by telephone and email.

EDUCATION and/or EXPERIENCE:

- ❖ High School Graduation or GED

LANGUAGE SKILLS:

This position requires language skills sufficient to communicate effectively with supervisors, co-workers and the public.

MATHEMATICAL SKILLS:

This position requires the ability to add, subtract, multiply and divide. The understanding of basic accounting is also preferred.

REASONING ABILITY:

This position requires problem-solving abilities sufficient to deal with customers, co-workers and the public on a daily basis.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Driver's License

PHYSICAL DEMANDS:

In performing the duties of this position, it will be required to regularly walk, talk, and to sit for long periods of time. The ability to listen and communicate with supervisors, co-workers, customers and the public and respond in a timely and courteous manner. Ability to operate mobile equipment required for movement of heavy inventory items.

WORK ENVIRONMENT:

Most of the work involved with this position takes place in a company store/office environment. In this position you may be required to travel to suppliers and deliver materials to job sites.