

JOB OPENING

Troup County Government

Position:	Department:	Salary:
Purchasing Technician	Purchasing	\$18.20/Hr

Under general supervision and instruction this position assists in coordinating county purchasing functions.

Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Must have 1-2 years experience in a related field
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of county purchasing and contract management policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

Essential Duties and Responsibilities:

- ⇒ Assists county personnel with purchase orders; provides information and support with the New World System purchasing operations
- ⇒ Trains new employees from any and all departments with setting up Purchase Orders and Receipt of Goods in the New World System along with providing Purchasing procedures and guidelines
- ⇒ Completes various departments Purchase Orders (includes printing, posting and filing)
- ⇒ Maintains and updates Vendor Compliance List, Traveling Expense Forms and Check Request Forms and distributes weekly to employees via email
- ⇒ Enters monthly requisitions charges on excel spreadsheet for processing department charge-offs; processes purchase orders; date stamps and reconciles with invoices; logs partial payment invoices and capital outlay purchase orders and invoices
- ⇒ Makes corrections and adjustments to purchase orders as required for all departments; opens, date stamps, sorts and distributes mail; signs for deliveries and assists with receiving Bids
- ⇒ Creates purchase orders for all departments copier maintenance contracts; creates purchase orders for Okfuskee Conservation Center and/or the maintenance department as needed; assists vendors and accounts payable in resolving purchase order issues
- ⇒ Receives, reviews and processes vendor applications; adds new vendors to the system and corresponds with existing vendors on address changes, revisions and invoices
- ⇒ Provides back-up as needed for the Purchasing Department operations; sorts, operates and runs the daily outgoing mail; receives stockroom deliveries and distributes stock from stockroom when assigned
- ⇒ Assists with updating contract information and lists; assists the Finance Department in scanning records as needed
- ⇒ Scans Bid/RFP documents into Laserfiche; stores Bids/RFPs in file cabinets or appropriate place
- ⇒ Maintains and updates files, records, material safety data sheets, insurance certificates and a variety of departmental forms
- ⇒ Maintains local vendors charge cards and credit card logs
- ⇒ Schedules use of pool vehicles
- ⇒ Performs all other related duties assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.gov

Job #: 09022026 Purchasing Technician

Grade 10

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace