ASHEVILLE, NORTH CAROLINA

Classification Specification

Coordinator, Purchasing
Job Code: 1600
FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to process purchase requisitions and purchase orders for the City, to dispose of surplus goods, and to perform related purchasing duties in support of department operations.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Processes purchase orders and purchase requisitions: receives and reviews change orders and updates and processes purchase order accordingly; receives and reviews requisition associated term contracts or not-to-exceed contracts and purchasing cooperatives; verifies requested items are on the contract, that the contract is current and what the contract requirements are; verifies cooperative contracts meet City bid requirements; coordinates with City employees, vendors, and others to compile requirements for purchase orders; generates purchase orders; and updates and maintains related documentation and spreadsheets.

Coordinates the sale of surplus property for the City, including vehicles, technology equipment, retired weapons, etc.: receives and processes surplus documents; reviews for proper method of disposal; creates files; prepares and compiles related documentation, such as Council documents, inspection forms, titles, etc.; takes or obtains photographs of items for sale; posts and monitors items for sale online; provides information and answers

questions regarding items for sale; manages bid results and activity; coordinates item pick up with auction bidder; prepares deposits for checks received from purchased items, recycling checks, and rebate checks; issues reverse bids for surplus sales; and updates and maintains related spreadsheets, records, and reports.

Maintains accurate and correct vendor files and information; edits and updates vendor files; reviews data entered by other City staff; and researches and resolves problems with vendor files in compliance with established procedures.

Processes approved purchase requisitions; runs approved requisition report; prints new requisitions; and distributes requisitions to the appropriate staff.

Issues Requests for Quotes (RFQs) and small informal bids: receives and reviews purchase requests from City departments; prepares quote and bid documents; submits quote and bid documents to vendors via email and/or posts to website and social media channels; prepares bid tabulations sheets; evaluates quotes and bids; reviews quotes and bid with requesting department; makes recommendations regarding selection; and prepares award letters.

Ensures all work activities comply with local, state, and federal laws, rules, regulations, policies, and procedures governing purchasing, surplus disposal, and bidding and contracting.

Performs related duties in support of department activities: performs customer service and provides information and answers questions; participates in requisition entry and purchase order receiving training; checks mail; maintains cleanliness of work areas, etc.

Communicates with supervisor, other City employees, vendors, bidders, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, approved purchase requisitions and reports, surplus disposal documentation, vendor applications, invoices, purchase orders, RFQs, RFBs, bid tabulation sheets, staff reports, and other reports, spreadsheets, and documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, website, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Associate degree in Accounting, Business, or a related field required; supplemented by two years of experience in governmental purchasing or finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: None.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential

functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.