



City of Gulfport Job Description

Procurement Specialist (PUR)

Department: Contracts and Procurement Office

EEO Class: Professional

Date Revised: 1 12 2012

FLSA Status: Non-Exempt

Date Approved: 3 6 12

Position Overview

Under general supervision, reviews, approves, or holds for disposition, purchase requests received from departments; identifies, analyzes and resolves purchasing issues within the organization departments, responsible for identifying cost saving opportunities, and process improvements.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following and other duties as assigned:

- Obtain written quotes on all supplies, equipment and materials over \$5,000 but less than \$25,000.00.
- Ensures that all quotes received are fair, equitable and competitive.
- Reviews W-9's for accuracy and proper information prior to entry in system by Finance Manager.
- Answer telephone and respond to employees and vendor/supplier, administration, public official questions.
- Provide guidance and assistance to all departments on purchase of supplies, materials, equipment and services.
- Analyzes, identifies and communicates information regarding purchase orders utilizing out-of-network vendors; identifies, researches and resolves problems relating to purchasing issues.
- Maintains audit trail for payment of expenditures on credit card, which consists of reconciling travel credit card statement monthly.
- Monitors receipts and ensures accountability of credit card users.
- Reviews and process purchase order and contract adjustments.
- Performs daily, the purchase order entry, approval, conversion and print functions. Maintains and monitors process through payment to accounts payable.
- Coordinates projects with other departments.
- Accountable for proper documentation in following local, state, and federal rules and regulations as they pertain to procurement.
- Responsible for processing all contract pay applications upon receipt from Program Manager or Architect/Engineer.

Knowledge, Skills and Abilities

- Strong analytical skills.
- Knowledge of product and service purchasing policies and practices.
- Good Interpersonal/human relations skills.
- Possess strong oral and written communication skills.
- Ability to interact positively with vendors/suppliers, co-workers and other departments via telephone or in person.
- Exceptional problem solving skills.
- Exceptional organizational skills.
- Ability to prioritize work, meets deadlines, and performs in multi-tasking environment.
- Good report preparation skills.
- Ability to operate personal computer with various software programs
- Ability to be detail oriented.
- Ability to plan, organize and maintain an effective work flow.
- Ability to establish and maintain effective working relationships.
- Ability to operate personal computer with various software programs
- Ability to plan, organize and maintain an effective work flow.
- Ability to undertake specifically assigned projects related to procurement and provides summaries, reports, and recommendations.

Education and Experience

High School diploma or equivalent. Clerical or business coursework from a college or university is preferred. A minimum of 2-4 years prior purchasing experience is required. An appropriate combination of coursework and experience may be considered.

Licenses or Certificates

Desirable but not required.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity; speech and hearing; hand and eye coordination and manual dexterity necessary to operation a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside the office environment.