



Job Description

TITLE: Purchasing Coordinator	JOB CODE: 3325
DEPARTMENT: Central Purchasing	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Professional
UPDATED: April 12, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, and with requests centralized through the Fire Department, purchases equipment, materials, supplies and services to support the Fire Department and other County Departments as needed. Identifies sources and negotiates purchases. Ensures that purchases are made in accordance with the New Mexico Procurement Code and County Purchasing Policies and Guidelines.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Procures equipment, materials, supplies, and services at the best attainable price in a timely manner to support County Department requirements and operations; ensures that purchases are made in accordance with the New Mexico Procurement Code and County Purchasing Policies and Guidelines.
- Receives, reviews and modifies product specifications and requirements for equipment, materials, and supplies as required.
- Prepares and issues "Request for Quotation" and "Request for Bid/Proposal" documents to vendors; receives, reviews and modifies bid and proposal specifications and requirements to ensure that additional requirements, terms and conditions, and contractual provisions are included in the documents. Reviews quotations to ensure conformity to requirements and determines acceptable offers.
- Contacts vendors to obtain the best possible pricing; purchases materials from vendors providing the best price, service and delivery quotes.
- Expedites orders to meet established delivery dates and County needs; ensures that orders are shipped as promised, updates departments as to delivery status.
- Maintains a list of County pagers for all departments; adds and replaces as needed; purchases, replaces and sends for repair as necessary; works with vendors to resolve problems with the pagers.
- Receives and reviews purchase requisitions to ensure clarity, completeness, and accuracy; requests additional information as necessary to clarify needs and requirements; ensures that additional requirements, terms and conditions, and contractual provisions are included as necessary.
- Locates potential vendors by phone, internet and other sources; secures quotes and estimates; obtains pricing, availability, and delivery schedule.
- Signs off on purchase requisitions as to meeting procurement requirements; obtains approval of purchasing specifications and requirements, at the best obtainable price.
- Coordinates, expedites, and tracks deliveries to ensure timely receipt of goods and services; resolves issues related to defective or unacceptable goods or services, billing discrepancies and related problems.
- Evaluates and monitors vendor performance; acts as liaison between the department and suppliers for purchasing contract.
- Keeps the departments fully informed of order status during the procurement process.
- Locates, reviews and utilizes existing procurement contracts issued by other governmental agencies for use by the department as needed.
- Maintains complete, organized, and accurate purchasing systems, supplier lists, and files for record purposes.
- Performs other related duties as assigned.

Job Description

Purchasing Coordinator

Required Knowledge and Skills:

- Knowledge of the New Mexico Procurement Code and the County's Purchasing Policies.
- Knowledge of industry equipment, materials, supplies and services.
- Knowledge of administrative procedures, methods and practices.
- Knowledge of customer service principles, practices and techniques.
- Knowledge of County policies and procedures.
- Skill in writing specifications and requirements for equipment, materials, supplies, and services.
- Skill in writing memorandums, purchasing quotations, reports and correspondence.
- Skill in the use of basic mathematics.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff, vendors and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience:

- High School diploma and two (2) years of purchasing experience.
- Valid State of New Mexico Driver's license or be able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____