

**Lane Council of Governments
Job Classification**

Job Title:	Purchasing Specialist	FLSA Status:	Non-Exempt
Division:	Administrative Services	Range:	14
Reports To:	Financial Services Manager	Last Revised:	August 2000

General Statement of Duties

Processes purchase orders, assists with facilities issues, and performs a wide range of administrative and accounting duties to assist with effective agency operations.

Supervision Received

Work is performed under general supervision and work performance is evaluated through periodic checks and through the adequacy and timeliness of products and services provided and results observed.

Supervision Exercised

None.

Resource Responsibility

Limited discretionary responsibility for monetary or human resources. Duties include working with monetary resources, but work is subject to review and includes checks and balances.

Essential Job Functions

Purchases office supplies, furniture, and equipment for the agency. Researches product lines to determine the best price and service for LCOG needs. Processes purchase orders and requisitions for payment. Monitors deliveries and verifies shipments; reconciles shipments with orders and invoices; and resolves billing or payment discrepancies.

Maintains computerized inventory and takes annual physical inventory. Disposes of obsolete office furniture and equipment according to procedure.

Monitors office equipment maintenance agreements.

Monitors and tracks changes of numerous purchases from multiple vendors.

Ensures that furniture and equipment are organized and available for new staff. Consults with vendors on arranging office systems to better use space and improve work environments. Verifies specifications before processing substantial orders.

Assists with the processing and distribution of disbursement checks, including verifying for accuracy, maintaining records, and filing information.

Helps coordinate major facility relocations. Organizes committees and coordinates move procedures and schedules.

Serves as a resource regarding workplace ergonomics issues. Evaluates employee's work environment and makes adjustments as deemed necessary.

Other Job Functions

Provides back-up support to other clerical positions and the office in case of absence or work overload.

Performs other related duties as assigned.

Identify and work with vendors specializing in ergonomics.

Working Conditions

The work is performed primarily indoors requiring hand/eye coordination in the operation of business machines. Work may involve occasional lifting of object weighing 15 to 25 pounds.

Knowledge, Skills, and Abilities

Requires demonstrated experience in organizing and maintaining office systems.

Must be very attentive to detail and accurate with numbers.

Experience with purchasing strongly desired. Must be able to lift objects of up to 50 pounds on an infrequent basis and 20 pounds on a regular basis.

Must possess good interpersonal communication and problem-solving skills.

Requires knowledge of computer applications including word processing and spreadsheet software.

Must be able to maintain confidential records.

Requires the ability to make appropriate decisions regarding purchases and the use of resources.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to physically perform assigned duties.

Education and Experience

Requires H.S. diploma or GED and four years of office management, purchasing, accounting, or related administrative support experience; or equivalent combination of education and experience. Must be able to lift and move office supplies on a regular basis.

Licenses, Certificates, and Other Requirements

Requires valid driver's license and ability to drive to various local sites.