



# Purchasing Officer

## Job Description

Department: Clerk/Auditor  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Director of Financial Services

### Summary

Under the general direction of the Director of Financial Services purchases materials and supplies for all departments of Utah County Government, performs financial administrative and supervisory duties.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manages and administers the County's central procurement, contracts and property acquisition and disposition activities. Directs division and department heads in procurement matters. Analyzes and manages procurement activities for the County in accordance with administrative rules and codes, local, state, and federal laws.
2. Provides control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County. Negotiates long-term contracts, amendments to contracts, and corresponds with vendors to obtain quotations, prices, and delivery times.
3. Organizes, directs and coordinates purchasing and contracts including specification development, research, sourcing, solicitation, procurement, contract development and execution, and disposal of surplus property.
4. Communicates with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assists in identifying appropriate sources, competitive methods, cost analyses and contract formats; functions as liaison between departments and vendors by assisting the resolution of performance issues, disputes and claims.
5. Releases solicitations (telephone quotations, Requests for Quotation, Requests for Bid, and Requests for Proposal) to vendors; reviews, tabulates and analyzes submittals for compliance. Prepares recommendations of award. Reviews resulting contracts for completeness.
6. Prepares routine general and front-end solicitation documents; reviews specifications, including those prepared by others, with County departments to determine adequacy.
7. Schedules and facilitates pre-bid and/or pre-project conferences to answer questions about the solicitation process and to address or interpret contract requirements.

### For Office Use Only

Job Code: 2281  
Job Title: Purchasing Officer  
FLSA: Exempt  
Effective Date: 5/27/2022  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

8. Establishes and manages a vendor evaluation program and corresponds with vendors on all aspects of the business relationship including registration, delivery requirements, substitutions, inquiries, quotations, terms, and conditions of purchase orders and contracts.
9. Reviews and processes requisitions, checking for accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepares change orders and assists in the resolution of disputes and discrepancies on invoices.
10. Monitors County contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process if applicable.
11. Coordinates with Public Works and other County departments to dispose of surplus, obsolete, and unusable personal property in accordance with Utah County Code.
12. Supervises, plans, coordinates, and directs the work and personnel of assigned functions; schedules workload and delegates assignments; oversees training and ensures work is completed accurately and efficiently.
13. Evaluates performance and conducts performance appraisals; assists in making staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with county policy and procedure.

#### **Knowledge, Skills, and Abilities**

- Knowledge of governmental purchasing methods, including state code
- Knowledge of Utah County fiscal procedures
- Knowledge of Utah County Procurement Rules and Regulations
- Knowledge of accounting principles, auditing, financial planning, and reporting techniques
- Knowledge of supervisory practices and procedures
- Skilled in functional business math
- Skilled in using a personal computer including various software applications such as Microsoft Office and Adobe
- Skilled in using standard office machines
- Skilled in reading and comprehending technical professional journals, financial reports, legal documents, abstracts and schematics
- Skilled in project management, and the ability to manage several tasks simultaneously under deadlines
- Skilled in negotiating agreements
- Ability to establish and maintain effective relationships with vendors, County departments, and the general public
- Ability to read, interpret, and evaluate specifications for completeness and to assist in revisions as needed
- Ability to communicate effectively verbally and in writing
- Ability to conduct training sessions and make effective presentations
- Ability to conduct in-depth fiscal research
- Ability to establish and maintain detailed record-keeping systems

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- Ability to prepare business letters, financial reports, policies, procedures, and summaries
- Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement issues
- Ability to develop and deploy effective bid and proposal strategies
- Ability to lead and train others

### **Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is generally performed in an office or other environmentally controlled room, but is occasionally performed outdoors including in hot, cold, or inclement weather. Work occasionally requires the incumbent to give negative information to department heads, County employees, and the public.

### **Physical Demands**

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee regularly sits at a desk or table and is regularly required to walk, stand, or stoop. The employee works for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is occasionally required to lift or otherwise move objects weighing up to twenty (20) pounds.

### **Position Type / Expected Hours of Work**

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in business management, economics, marketing, finance, or a related field.
2. Four (4) years of purchasing, procurement, and/or auditing experience.

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**Preferred Education and Experience**

- 1. Preference may be given to applicants with the certification by the Institute of Supply Management (Certified Professional in Supply Management), the National Institute of Government Purchasing, Inc. (Certified Public Professional Officer), or the National Certified Public Manager Consortium (Certified Public Manager).
- 2. Preference may be given to applicants with government experience.
- 3. Preference may be given to applicants with lead and/or supervisory experience.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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