



Title: Purchasing Specialist

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to obtain quotes and purchase all goods and services in conjunction with the policies of the City of Thibodaux. This is accomplished by receiving prices on goods and services; interacting with vendors; following the public bid law and purchasing procedures; researching goods and services; confirming that goods and services are budgeted and have the proper funding; obtaining proper documentation for new vendors to become a part of the vendor listing; issuing purchase orders; and sending orders to vendors. Other duties include receiving, matching, and verifying invoices to purchase orders; obtaining department approval for payment processing; maintaining budget spreadsheets; back up for collecting mail and making bank trips; organizing and distributing fuel cards for employee vehicles; tracking fuel expenses; maintaining fixed assets and inventory lists; and cross-training in accounting functions. Assists Senior Accounting Specialist and Accounting Manager as needed or in their absence.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Purchases all goods and services for the department by designing specifications for goods and services; communicating with vendors; receiving quotes; assembling price comparisons to abide state laws and purchasing procedures; assisting auditors with purchase history; providing new vendors with applications; working with vendors to correct purchasing problems; assist employees with all aspects of purchasing; preparing forms; assist in updating purchasing procedures and travel policy; receiving, matching and verifying all invoices to purchase orders; making and distributing copies; creating progress reports to supervisor; and compiling a listing of outstanding purchase orders; obtains all Certificates of Liability Insurance from vendors and agencies and maintains spreadsheet; and maintains City postage meter for all departments.	50%



2	S	Organizes and maintains employee vehicle fleet fueling by maintaining fleet fuel cards, vehicle listings, and employee PINs; and vehicle titles and registrations; ordering fleet fuel cards from provider; creating an employee PIN to monitor fuel consumption; and updating spread sheet with vehicle information.	5%
3	S	Prepares spreadsheets used in budget preparation by creating and maintaining spreadsheets for telephone, fuel, and utility bills; obtaining and organizing vendor bills; providing expenditure information for estimated yearly amounts; printing budget and distributing to departments; inputting budget amendments; and posting appropriation transfers; assisting with coding improvements and equipment per GASB34 accounting standard; maintaining Police Department uniform allowance spreadsheet as per uniform policy for budget; maintains monthly departmental postage expense spreadsheet for budget; and posts budget to financial software.	15%
4	L	Performs back up courier duties by picking up mail; sorting mail for distribution; preparing and delivering outgoing mail; running a courier route; bank deposits; obtaining postage expenditures and recording information; and maintaining the courier vehicle. Prepares the transit deposits when needed and/or in the absence of the Courier. Assists the Senior Accounting Specialist with accounts payable by posting invoices, processing checks, and filing accounts payable documentation as needed and/or in the absence of the Senior Accounting Specialist; prepares monthly WJHMA financial statement for filing of sales tax with Lafourche Parish School Board Sales Tax Office; and assists with ongoing maintenance of fixed assets. Assists the Accounting Manager with posting daily cash collections and verifying accuracy of payroll reports to timesheets as needed and/or in the absence of the Accounting Manager.	15%
5	S	Maintains fixed assets and inventory lists by updating asset program; processing, tagging and creating paperwork for new purchases; receiving, documenting, and maintaining listings of surplus and broken items; printing and distributing inventory reports for departments; and sending memos to departments with surplus items. Prepares list of surplus items for Council Agenda.	10%
6	S	Prepares annual contracts and bidding by maintaining a spreadsheet of contracts and bids and providing departments with information to determine rebidding or renewing contracts.	5%



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of two years experience.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures. Prepares spreadsheets used in the budget process. Enters budget data for budget preparation; has responsibilities for monitoring budget fiscal expenditures.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid drivers' license



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	X	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work duties
Sitting	F	desk work, driving
Walking	F	around work site, to other departments/offices/office equipment, courier routes
Lifting	O	equipment, files, supplies, mail
Carrying	O	equipment, files, supplies, mail
Pushing/Pulling	O	file drawers, tables and chairs
Reaching	O	for files, for supplies
Handling	C	monies, paperwork
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	O	filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	F	stairs
Balancing	N	
Vision	C	computer screen, driving, reading
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, scanner, computer, Microsoft Word, Excel, and Outlook, Incode, fax machine, calculator, vehicle, postage machine, and copy machine.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	O

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	M
Physical Hazards	N

(1) Road conditions.

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other	

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			

