

**PEACH COUNTY, GEORGIA  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           PROCUREMENT TECHNICIAN**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide administrative support regarding procurement activities for the County, in accordance with the County's purchasing ordinance and public procurement regulations, policies and procedures.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Assists with receiving and reviewing requisitions and purchasing requests from County departments; verifies and/or obtains authority needed to process request; meets with user department to define needs; determines most appropriate procurement method for competitive solicitation; and prepares purchase orders.

Contacts vendors; discusses products and services; obtains price quotes; and coordinates shipping dates for ordered products.

Enters procurement information including billing documents, purchase orders, and requisitions into procurement database; reviews vendor invoices and enters data into the accounts payable system; updates databases and automated files as needed; and generates reports and spreadsheets from information system.

Orders office supplies, forms and other materials as needed; contacts vendors to obtain quotes and price lists for supplies; and receives, stores, and delivers documents, office supplies.

Establishes and maintains procurement files, records, lists and databases, to include documentation for sealed bids and contractor/vendor selection, contracts, invoices, and purchase orders; collects, compiles and submits records for procurement audits; prepares procurement activity reports; and prepares a variety of reports upon request.

Ensures that vendors have required liability insurance and maintain files of vendor insurance certificates. Maintains and seeks new vendors and sources of supplies; maintains list of vendors; keeps abreast of market trends, new product availability and changes in procurement functions; and assists departments with identifying sources for items, equipment and supplies.

Assist with providing information and assistance to departments, vendors, suppliers and other parties with procurement issues and concerns.

Assists with maintaining adequate supplies in Peach County's central store.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving government procurement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*Peach County, Georgia is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Peach County, Georgia will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*