

**A RESOLUTION OF THE NEWTON COUNTY BOARD  
OF COMMISSIONERS APPROVING AMENDMENT OF THE NEWTON COUNTY  
CLASSIFICATION PLAN TO ESTABLISH A NEW  
CLASSIFICATION TITLE PURCHASING COORDINATOR**

**WHEREAS**, the Newton County Board of Commissioners voted to authorize the creation of a Purchasing Coordinator position within the Finance Department; and

**WHEREAS**, Purchasing Coordinator is a new Classification Title within the Newton County Classification Plan; and

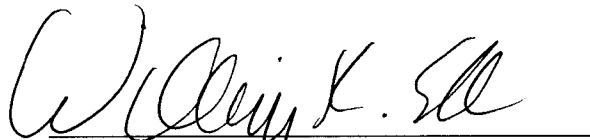
**WHEREAS**, the Human Resources Director is responsible for recommending new classes of positions to be established as necessary for the maintenance of the Position Classification Plan and has performed a Job Analysis in accordance with Par. 6.104 of the Newton County At Will Employee Personnel Policy to develop a new Job Description for the Purchasing Coordinator Classification Title; and

**WHEREAS**, the Human Resources Director, in accordance with Par. 6.105 of the Newton County At Will Employee Personnel Policy, has prepared a Job Description containing a summary of the essential job functions, qualifications and other duties of the Classification Title, Purchasing Coordinator, and such Job Description is attached hereto as "Exhibit A".

**NOW, THEREFORE, BE IT RESOLVED**, the Job Description for the Classification Title Purchasing Coordinator (attached as Exhibit "A") is approved by the Board of Commissioners and the Newton County Classification Plan shall be immediately updated by the Human Resources Director to reflect the new Job Description assigned to the Classification Title Purchasing Coordinator.

So resolved this 5th day of January 2016.

**NEWTON COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
William K. Ellis, Chairman

Attest:

  
\_\_\_\_\_  
Jackie B. Smith, County Clerk

# EXHIBIT A

## NEWTON COUNTY, GEORGIA CLASS SPECIFICATION

<b>CLASS TITLE:</b>	<b>PURCHASING COORDINATOR</b>	<b>CLASS CODE: 176</b>
<b>DEPARTMENT:</b>	<b>FINANCE</b>	<b>DATE: 12112015</b>
<b>DIVISION:</b>	<b>PURCHASING</b>	<b>GRADE: 126</b>
<b>REPORTS TO:</b>	<b>FINANCE DIRECTOR</b>	

### **JOB SUMMARY:**

Performs administrative duties associated with the implementation, enforcement and administration of the purchasing rules and regulations.

### **ESSENTIAL JOB FUNCTIONS:**

Schedules bid openings and legal advertisements; ensures timely publication of legal advertisements announcing the County's bid opening dates and times; ensures timely publication for display ads for the County. Forwards copies of publications requests to Finance Department for payment of advertising fees.

Creates and processes bid documents; contacts user department and/or director for new bid specifications and requirements or any changes of previous bid specifications for request for bid proposal. Prepares new bid proposals; copies and mails requests for bids in a timely manner.

Receives bid requests via mail, or hand delivery. Date and time stamps and maintains unopened for bid opening date and time; maintains bid proposals with file for bid opening.

Prepares bid summaries after bid opening and forwards to requesting department and bidders; prepares requests to departments to obtain recommendations for awarding of bids.

Prepares requests to Board of Commissioners to obtain approval for awarding of bids; coordinates with County Clerk to schedule items for Board of Commissioners' meeting agendas.

Develops appropriate bidder list for each bid package; updates bidder list with undeliverable mail or address changes. Maintains all correspondence for each bid including vendor requests and faxes, and makes all additions and deletions for procurement purposes. Responds to public requests for bid documents; mails documentation as appropriate.

Updates and inputs vendor information for purchasing purposes.

Receives and processes requisitions; verify as to proper requisition procedures; spot checks prices.

Receives, reviews, and codes all purchase orders/requisitions and advises department heads concerning purchases of supplies and equipment; issues and approves purchase orders as agent for the County, and follows up on orders as necessary.

Interacts with approved vendors and potential vendors to assist them in complying with established purchasing and accounts payable procedures.

Collects, sells and disposes of surplus property as required by law.

Assists accounts payable in verifying purchase order aging reports.

Provides training regarding purchasing rules and regulations and serves as compliance officer.

Prepares letters, memos, charts, labels, or other correspondence using current word processing software.

Answers phone, takes messages, screens calls, provides information to callers, receives complaints, and directs calls and messages to appropriate person.

Enters and retrieves a variety of routine and complex information using computer terminal or personal computer; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Files and retrieves documents in an orderly fashion so that materials can be easily accessible.

Assists in compiling and tabulating data for statistical reports and records.

Collects, sells and disposes of surplus property as required by law.

Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS REQUIRED:**

Bachelor's Degree in Business Administration, Finance or closely related field; supplemented by five to seven years of experience in governmental purchasing, preferably with two (2) years of experience in a decision making role with a governmental entity; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Purchasing laws, rules and regulations.

Practices and procedures used in governmental purchasing.

Record keeping, report preparation, filing methods and records management techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Standard business arithmetic, including percentage and decimals.

Basic budgetary principles and practices.

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Computer applications related to the work.

**LICENSES AND CERTIFICATIONS:**

CPPB, Certified Professional Public Buyer, preferred or ability to obtain within two (2) year of hire dated

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machinery and equipment including standard office equipment, a computer terminal, and a printer. Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, bending, stooping, standing, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to 10 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of legal and administrative documents and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare legal motions and briefs, memorandums, legal opinions, ordinances, resolutions, deeds, contracts, audit letters, policy proposals, legal advertisements, and other documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to groups of people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages including legal, accounting, and real estate terminology.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to utilize and determine percentages and decimals; and to perform special computations such as discount, interest, and proportion.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using computers and office equipment. Requires the ability to use the keyboard, lift, bend, push, and pull objects or materials using body parts as the position necessitates.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items such as computers and office equipment. Must have the ability to use one hand for twisting or turning motion while coordinating the other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear). Must be able to communicate via telephone.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.