



Job Title: Facilities and Purchasing Clerk **Job Grade V**
FLSA: Non- Exempt
Reports to: Facilities and Purchasing Specialist

SUMMARY:

The Facilities and Purchasing Clerk (FPC) is responsible for assisting the Facilities and Purchasing Specialist (FPS). Assisting in the oversight of requests for repairs and maintenance from Agency sites, acting as liaison between sites, staff and outside vendors. The FPC will assist in the purchasing function across the Agency, soliciting quotes, evaluating vendor proposals, and coordinating delivery and installation when appropriate. The FPC will work with the (FPS) in updating a database of the Agency's property and equipment.

Responsibilities:

- Acts as point person for Agency program sites that have problems or concerns relating to their facility.
- Process purchase orders.
- Assign work orders.
- Sending out requests for proposal and evaluating bids and proposals received.
- Assist in reviewing invoicing and monitor total spending on vendor contracts.
- Assist with ordering of supplies, equipment and services from vendors.
- Assist in Evaluating vendor pricing, proposals, and identifies approved vendors.
- Assist in volume usage analyses for possible pricing discounts.
- Maintains database of Agency Property and Equipment Inventory, including County Asset Tag management.
- Conducts physical inventory count of Agency's property and equipment.
- Other duties as assigned.

Knowledge, Skills, & Abilities:

Excellent written and oral communication skills. Excellent interpersonal skills. Proficient in computer software applications, especially Word and Excel.

QUALIFICATIONS:

Associates degree in business or related discipline from two-year college and two years' experience or five years' experience as a Consumer Service Representative (CSR)

To apply, please use the following link:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=bc8d9065-32e2-4324-a1f6-642d23e837bf&jobId=251678&lang=en_US&source=CC2&cclId=19000101_000001