

# ERIE COUNTY

## JOB POSTING #2022-067

**POSITION:** Purchasing Coordinator

**DEPARTMENT:** Finance

**SALARY:** \$25.48/hour

**POSTING DATE:** 8:00 a.m., August 15, 2022

**CLOSING DATE:** 4:30 p.m., August 19, 2022

### MINIMUM REQUIREMENTS

Associate's Degree in business administration, purchasing or related field. Five (5) years of experience in public sector purchasing. Ability to organize time and set priorities. Ability to work with minimal supervision. Experience in office practices and procedures. Ability to communicate effectively both orally and in writing. Ability to develop and maintain an effective working relationship with the general public, elected officials, supervisors, and co-workers. Valid driver's license.

Pre-employment testing required.

An in-depth job description can be reviewed at the Human Resources Office on Columbus Avenue.

**Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, [www.eriecounty.oh.gov](http://www.eriecounty.oh.gov), where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at OhioMeansJobs at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 08/19/2022. EOE/AA/ADA**

Approved for Content Mark S. Wilk 8/10/22

Approved for Posting M. S. Sifer 8/10/22

## 2022-067 ERIE COUNTY JOB OPENING ANNOUNCEMENT

### Where Applications Taken:

Erie County Human Resources  
Erie County Services Center  
Second Floor, Room 207  
2900 Columbus Avenue  
Sandusky, Ohio 44870

### Office Hours:

8:00 a.m. till 4:30 p.m.  
Monday through Friday

### Where Postings Sent:

Erie County Care Facility	Human Resources
Erie County Court	Courthouse
BGSU Firelands Campus	Erie County Office Bldg.
Ohio Business College	B.V.R.
W.S.O.S.	Goodwill
Health Department	C.A.C.
Local Newspaper	NAACP
SHS Vocational Ed.	Terra Tech
All County Bulletin Boards	Your Job Store

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### ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

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**DEPARTMENT: Finance**

**POSITION: Purchasing Coordinator**

**POSTING DATE:** 8:00 a.m., Monday  
August 15, 2022

**LOCATION:** 2900 Columbus Ave  
Sandusky, Ohio 44870

**CLOSING DATE:** 4:30 p.m., Friday  
August 19, 2022

**WORKING HOURS:** 8:00am-4:30pm M-F  
(Other as required)

**EFFECTIVE DATE:** As soon as possible

**SALARY:** \$25.48/hour

### Description of the Job:

The Purchasing Coordinator is responsible for all the purchasing functions under the Board of County Commissioners. This individual coordinates all central purchasing activities. The Purchasing Coordinator receives supervision from the County Administrator.

### Essential Functions to be Performed:

- Supervise and perform purchasing tasks for the County.
- Prepare bid specifications and forms for competitive bids and all documentation related to the solicitation of quotes/bids.
- Prepare and maintain contracts with vendors.

Essential Functions to be Performed (con't):

- Conduct pre-bid conferences.
- Initiate, solicit, and evaluate quotes and bids in Commissioners' areas and as requested.
- Prepare, analyze, and negotiate quotes for central purchasing supplies including office and janitorial/custodial supplies.
- Develop and monitor bookkeeping tasks such as central service invoicing, facility cost centers and accounts receivable.
- Verify and process purchase orders and invoices for payment.
- Verify funds available and determine monthly blanket purchase order levels for Commissioners and Building and Maintenance departments.
- Review purchases, quotes, and bids for compliance with County policies and Ohio Revised Code requirements.
- Establish and monitor construction retainage contracts and their escrow accounts.
- Oversee prevailing wage compliance mechanisms and serve as Prevailing Wage Coordinator for the County.
- Maintain assets that have been deemed unneeded, obsolete or unfit and list for sale via internet auction.
- Oversee Facilities Payables including Purchase Orders and tracking spreadsheets to ensure the necessary funds are encumbered for invoice payments and prevent duplicate payments.
- Maintain Facilities Utilities tracking spreadsheets to track the utility usage and expenses for each county building (also needed for Maximus).
- Prepare Facilities monthly chargeback information for the Finance Department so that chargeback invoices can be generated for the required departments. This includes vehicle maintenance and fuel charges, trash/recycling, telephone, and maintenance hours.
- Provide budget vs. actual reports from the Harris System for the Director of Facilities as needed.

Budgetary / Fiscal Services Functions:

- Follow financial, budgetary, debt, and purchasing policies and procedures.
- Evaluate and update purchasing policies and procedures as needed.
- Assist Regional Planning Department as needed, included, but not limited to MPO, CHIP, Lead, Neighborhood Stimulus and other community development and transportation grant programs.
- Review and approve purchase order and contract payments for policy compliance.

Other Tasks which may be Assigned:

- Maintain ledger and monitor accounts on county buildings.
- Maintain information on current contracts for various committees and coordinate acquisitions through the State Cooperative Purchasing Program, DAS and ODOT.
- Respond to vendor inquiries for payment.
- Prepare credit applications for new vendors.
- Attend seminars and staff meetings as assigned.
- Perform other related duties as assigned.

Miscellaneous:

- Ability to preserve the confidentiality of information.
- Complete special projects as assigned or required.
- Pursue career development through meetings, conferences, training seminars, and in-service training.
- Attend meetings and serve on permanent or temporary committees, as requested.
- Perform other related duties as assigned.

Minimum Qualifications:

- Associate's Degree in business administration, purchasing or related field.
- Five (5) years of experience in public sector purchasing.
- Ability to organize time and set priorities.
- Ability to work with minimal supervision.
- Experience in office practices and procedures.
- Ability to communicate effectively both orally and in writing.
- Ability to develop and maintain an effective working relationship with the general public, elected officials, supervisors, and co-workers.
- Valid driver's license.
- Ability to use various office machines.
- Ability to follow oral and written instructions.
- Experience in the use of computers and computer software. Ability to gather, analyze and classify information.
- Ability to perform mathematic computations.
- Experience in accrual, cost, fund and governmental accounting.
- Ability to be extremely detail-oriented.

Preferred Qualifications:

- Bachelor's Degree in business administration, purchasing or related field.
- Eight (8) years of experience in public sector purchasing.
- Erie County residents preferred.

Physical Requirements:

- Alternate frequently between sitting/standing/walking throughout an eight (8) hour workday.
- Lift/carry a minimum of eight (8) pounds.
- Reaching with bilateral upper extremities into/up to/down to various heights.
- Push/pull with twenty (20) pounds of initial force.
- Climb onto stepladder (2 steps).
- Bend/squat/crouch/kneel.

**WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE**