



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: **Purchasing Agent**
Schedule: **Full-time with Benefits**
Department: **Public Works**

Salary: **\$17.25 per hour**
Closing Date: **Open Until Filled**
Department Administrator: **Les Payne**

Education/Experience/Training:

- High School Diploma, GED or HSE **and** three (3) years of experience in procurement, data entry and working with a computerized purchasing system.
- **Or** any combination of education, experience and training equal to six (6) years of experience relevant to the position.

Certifications:

- Valid Driver's License issued by the State of Montana or be able to obtain one within thirty (30) days of hire.

JOB SUMMARY

The Purchasing Agent for the Cascade County Public Works Department (PW) is responsible the timely and efficient ordering, receipt, storage, tracking, inventory, research and dispatch of a wide and varied range of products, items and supplies, including but not limited to, materials, tools, machinery, equipment, vehicles, personal protective equipment (PPE) and clothing, as required and necessary to support and maintain the overall readiness, effectiveness and efficiency of the PW operation. The Purchasing Agent is responsible for evaluating suppliers and vendors by considering price, quality, availability and other relevant criteria, interviewing suppliers and vendors to learn about products, services and pricing, negotiating with suppliers and vendors to obtain best prices available, verifying purchases with available stock by comparing them to a master list, making recommendations for alternatives to obtain improved pricing/quality, communicating with suppliers and vendors to schedule delivery times, resolve shipping errors and procuring substitutes for out-of-stock items, authoring payments and maintaining receipts, records and inventories and making recommendations regarding improvements to scheduling, inventory, planning and other PW control information and methods based upon the collection, analysis and summarization of data, trends and PW operational needs. This position will also perform other PW support functions, including but not limited to, data report entry and generation, financial reporting and tracking, inventory, recordkeeping, and support work involving performance of a variety of general office duties and perform other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Administers and oversees the PW centralized purchasing functions in compliance with established PW standards and practices, state and federal law and County policy; Orders, receipts, stores, tracks, inventories, researches and dispatches a wide and varied range of products, items and supplies, including but not limited to, materials, tools, machinery, equipment, vehicles, PPE and clothing, as required and necessary to support and maintain the overall readiness, effectiveness and efficiency of the PW operation; Evaluates suppliers and vendors by considering price, quality, availability and other relevant criteria, interviews suppliers and vendors to learn about products, services and pricing and negotiates with suppliers and vendors to obtain best prices available; Establishes and manages supplier and vendor evaluation program and correspondence; Verifies purchases with available stock by comparing them to a master list, makes recommendations for alternatives to obtain improved pricing/quality, communicates with suppliers and vendors to schedule delivery times, resolves shipping errors and procures substitutes for out-of-stock items; Verifies PW shop inventories, organizes and labels parts daily; Prepares purchase orders for stock and new product orders daily; Forwards purchase orders to vendors and suppliers to ensure proper inventory; Verifies product shipments by comparing purchase order against package list; Authorizes payments and maintains receipts, records and inventories and makes recommendations regarding improvements to scheduling, inventory, planning and other PW quality control information and methods; Provides and ensures control and consistency in the procurement of supplies, materials and equipment; Releases solicitations, telephone quotes, Requests for Bid and Requests for Proposal; Reviews and processes requisitions; Maximizes use of computer programs to improve efficiency and management of maintenance operations; Reviews, updates, administers and maintains PW procurement, inventory, equipment and vehicle databases, including but not limited to, the PW Light Duty Vehicle database; Develops, maintains and updates various PW procurement and inventory control processes, procedures and policies; Practices and encourages an organized, safe and healthy work and shop environment through strict compliance with all applicable safety, security, cleanliness, environmental and HAZMAT/OSHA/MSHA rules, regulations, policies and standards; Develops plans and schedules to meet unexpected situations and new developments; Performs various PW support functions, including but not limited to, data report entry and generation, financial reporting and tracking, inventory, recordkeeping and support work involving the performance of a variety of general office duties; Responds to complaints regarding PW deficiencies with regard to procurement issues and develops plans for correction; Prepares and maintains accurate and easily accessible files, to include all required daily, monthly, quarterly and annual reports, documentation and records; May attend industry trade shows to learn about and stay current on trends and to meet suppliers and vendors; Performs other duties as required or assigned.

Knowledge and understanding of:

Governmental procurement and purchasing methods and techniques; Effective organization, time and inventory management methods and techniques; Automated computer systems: PUBWORKS, Microsoft Office Software, Word, Excel, Outlook, PowerPoint, KRONOS, New World, Internet and other computer applications related to the work; Administrative, operational and clerical support functions; Administrative and clerical procedures and systems such as word processing, managing files, reports and records, transcription, designing forms and other office procedures and terminology; County/PW

safety procedures and practices; County/PW policies, rules, procedures and standards; PW responsibilities, functions and activities; Proper grammar, spelling and punctuation; Professional phone and customer service etiquette.

Skills in:

Customer service; Typing, filing, data entry, advanced computer and organizational skills, use of office machines and word processing; Professional and effective written and verbal communication; Time management, accuracy, attention to detail and organization; Organization, accuracy and detail; Decision making and effective problem solving; Using tact, discretion, initiative and independent judgment within established guidelines; Establishing and maintaining positive working relationships with co-workers, other county offices and departments and employees and the general public.

Ability to:

Proficiently operate a computer, use and understand common database, spreadsheet and word processing applications and learn specialized computer applications to complete required job duties; Perform a wide variety of public relations and customer services tasks with accuracy and speed under the pressure of time-sensitive deadlines; Establish and maintain professional and effective working relationships with the PW Director, Division Superintendents, other County offices, departments and staff and the general public; Work in a collaborative and team-oriented manner with management, other County employees and offices/departments; Work in a professional, business-oriented environment according to all professional standards of ethics and decorum; Understand program objectives in relation to PW goals and objectives; Provide administrative, operational and clerical support; Organize tasks and work environment to maximize efficiency; Communicate in an effective and professional manner with others both orally and in writing; Maintain time, cost, material and other records and prepare comprehensive reports; Coordinate with suppliers and vendors, dealer and factory representatives and other outside repair shops to expedite the process of warranty work and contracted services; Identify, analyze and address problems and trends in a timely, efficient and equitable manner; Exercise sound judgment and decision-making skills within established standards, policies and procedures; Perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines; Employ and enforce safety practices and procedures; Interact with challenging individuals and display sound judgment under stressful situations; Meet challenges with resourcefulness through original thinking and creativity; Identify problems that adversely affect PW and its functions and offer positive suggestions for improvements; Be detail-oriented; Work independently or as a team member with minimal supervision; Adapt to and maintain concentration and deal with interruptions, equipment failures, delays, changing priorities, unexpected events in the work environment; Handle sensitive and confidential information and comply with and adhere to strict standards of confidentiality; Respond promptly to requests and inquiries from the public, employees and others within established standards, guidelines, policies and procedures; Follow verbal and written instructions; Read, analyze, compile and comprehend instructions, information and materials; Prepare, coordinate, collect, compile, analyze and utilize a variety of reports, records and data; Maintain a complex filing and database system; Compose correspondence from general instructions; Observe established lines of authority; Accept responsibility and be self-motivated; Demonstrate punctuality and observe established work hours; Occasionally work outside normal hours as assigned; Perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER