

City of Summerville
Job Announcement
Purchasing Agent

JOB SUMMARY

This position is responsible for directing the city's procurement functions.

MAJOR DUTIES

- Coordinates the bid process; develops specifications; creates and issues bid addenda.
- Publishes bids and prepares notices to identified vendors; places bids on procurement sites; responds to bid protests; processes related open records requests.
- Processes purchase orders; assists departments with purchase order discrepancies.
- Communicates with vendors to review new or updated products; assists new vendors in the completion of required documentation; responds to invoice related questions and concerns from vendors; maintains the vendor database.
- Negotiates prices with vendors..
- Provides assistance and direction to other city personnel in regards to city purchasing policies and procedures.
- Develops purchase request, vendor and other forms and templates.
- Researches invoices to identify and resolve problems.
- Reconciles and receipts purchase orders to invoices for accounts payable to process.
- Ensures open purchase orders are valid and current
- Completes fiscal year-end process to close and re-open all valid encumbrances.
- Maintains procurement files and records.
- Follows up with vendors on delinquent deliveries, defective shipments or other discrepancies.
- Authorizes payments, maintain receipts, and coordinates with departments on inventories.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Associate's degree or equivalent experience.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

Any person interested in this position may submit an application at the City of Summerville, 120 Georgia Ave., Summerville, GA 30747. Resumes may also be submitted via e-mail to ktucker@summervillega.org or mailed to:

City of Summerville
Attn: Kim Tucker
P.O. Box 180
Summerville, GA 30747