



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Purchasing Specialist
Reports To: Deputy Executive Director/Finance and Business
Division: Finance and Business

Position Code.: 1082-110
Classification: Non-exempt
Date: 03/2024

JOB SUMMARY:

Under general supervision, administers library purchasing policies and procedures; prepares reports for financial analysis; prepares specifications for bids; evaluates vendors' submittals, and makes recommendation for award of contract; administers the library's furniture and equipment inventory, maintains inventory of library assets and makes improvements for better inventory controls; maintains and distributes inter-library general supplies.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Consults with agency and administrative heads and employees regarding purchasing procedures, specifications, bids, complaints, and special purchasing.
- Coordinates the purchasing process including the preparation of purchase orders; receipt of deliveries, verification of goods against purchase order and distributes to appropriate offices.
- Analyzes requisitions and determines sources of supply; establishes and maintains vendor lists for routine supplies.
- Selects and solicits prospective vendors, conducts informal bids for equipment and supplies which do not require formal bid process, evaluates and selects the best vendors.
- Contacts firms and interviews salespersons regarding prices, quotations and specifications.
- Fills and distributes orders of office supplies and printed form requests from all departments; assigns cost to each item and informs department heads. Supervises volunteers and/or employees on filling weekly supplies and forms orders and restocking the supply room as needed.
- Administers and prepares technical bid packets, including preparing the general instructions, the technical specifications, the bid proposal form and the notice to bidder.
- Researches, evaluates, and administers bid receipt, evaluation, recommendation, and contract award.
- Consolidates system's needs of high demand items to increase quantity purchasing for better prices.
- Assists the Purchasing Officer in preparing, processing, and recommending formal bids.
- Prepares monthly supply budget balance reports for all library managers, distributes office supplies to all agencies/departments as requests which include: notifying departments of status of supplies requested and providing price information to department heads.
- Monitors inventory level of all supplies in the supply room, purchases and refills supplies when necessary; updates supply catalog at least once a year; and coordinates with the Marketing and Communications Department on restocking MLS forms as needed.
- Prepares and maintains inventory of furniture, fixtures, machinery, and equipment for the system; verifies location of items on an on-going basis; completes inventory of FF&E on an annual basis; analyzes accounts for tracking fixed asset purchases and updates inventory files; prepares status of inventory report to the commission annually. Distributes an Inventory by Location report to each library and/or department on an annual basis.
- Establishes and maintains additions, transfers, and deletions to the inventory; as well as accountability for and distribution or sale of surplus furniture and equipment; is responsible for the entire surplus sale.
- Investigates long-outstanding purchase orders and determines appropriate action.
- Keeps records and prepares reports and correspondence on purchases, purchasing procedures, and related matters.
- Assists in the preparation of the annual budget and agency budget requests.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library users' records, and the Code of Professional Ethics.
- Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer
- Calculator
- General Office Equipment
- Inventory Scanning System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Associate's degree or equivalent from an accredited two-year college or technical school in Business Administration, or a related field; and,
- Two to three years of progressively responsible related experience; 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:

Knowledge of:

- Principles and practices of purchasing.
- Principles and practices of inventory control.
- Library policies and procedures.
- State laws regarding purchasing policies and ethics for the public sector.
- Record keeping, report preparation, filing methods, and records management techniques.
- Standard business arithmetic, including percentages and decimals.
- Basic budgetary principles and practices.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Interpersonal skills necessary to effectively interact with internal staff, citizens, vendors, and library staff in a courteous and friendly manner.
- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Applying logical thinking to solve problems or accomplish tasks; to understand, interpret, and communicate complicated policies, procedures, and protocols.
- Using mathematics.
- Communicating clearly and effectively, both orally and in writing.
- Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities:

- Analytical abilities are required to work with a mass of large quantities of detailed data and to plan and implement strategies.
- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to add, subtract, multiply, and divide whole numbers, common fractions, and decimals.
- Ability to deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, lift and/or move up to 10 pounds, and speak and hear.
- While performing the essential functions of this job the employee is occasionally required to walk, and lift and/or move up to 25 pounds.

WORK ENVIRONMENT:

- Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.
- The incumbent's working conditions are typically moderately quiet.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description 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 description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if

doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.