



## **Purchasing Agent/Safety Coordinator**

### **Job Summary:**

The Elbert County Board of Commissioners is seeking applications for the position of Purchasing Agent/Safety Coordinator. This position is a full-time position under the direction of the County Administrator.

This position is responsible for directing the County's purchasing operations, writing and managing grants, responsible for the safety program, and oversee Property & Liability insurance.

### **Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. An individual must have a valid driver's license and at least high school diploma or equivalent. A 2 year college degree is preferred. Excellent problem solving skills and communication skills, and the ability to work independently and collaboratively is a must.

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Essential Duties and Responsibilities:**

- Ensure adherence to purchasing policies and procedures.
- Review and approve purchases to ensure compliance with the Georgia Commercial Code, County Code, and other applicable laws, rules, and regulations.
- Makes sure Departments receive goods and services in a timely manner.
- Structure solicitations and contracts to obtain the best value for the County by balancing such factors as price, quality and risk.
- Works with Departments to develop product specifications and scopes of service.
- Makes sure funds are available before purchases are made.
- Conduct bid openings and pre-bid conferences.
- Provides information to the County Administrator and Board of Commissioners so they can make informed decisions and take appropriate actions.
- Analyze and review completed sealed bid solicitations.
- Maintains inventory room.
- Help create a safe workplace that will help minimize the frequency and severity of injuries that impact County employees.
- Create a Safety Action Plan to help identify loss trends and prevent similar claims.
- Coordinate quarterly safety meetings and committee meetings.
- Coordinate safety inspections.
- Make sure to follow the Safety Discount Program.
- Maintains primary responsibility for grant schedules and tracking grants.
- Responsible for applying for and writing grants for all departments
- Remain up to date on current issues relative to grant proposals.

- Informs supervisor on the progress of all grants and issues that may arrive.
- Seek necessary approval from County Administrator or Board of Commissioners before applying for specific grants.
- Remain up to date on current issues relative to grant proposals.
- Performs other related duties as assigned.

**Minimum Education, Knowledge, Skills, and Abilities:**

- High School diploma or equivalent.
- Excellent computer skills (Microsoft Office Word, PowerPoint, and Excel)
- Excellent writing, verbal and listening skills
- Interpersonal and communication skills
- Ability to work effectively under pressure.
- Motivated self-started with the ability to work collaboratively and independently with purpose and accuracy in a fast-paced environment.
- Excellent technical, problem solving and time management skills
- Skill in prioritizing and organizing work
- Proficiency in research, interpreting, and analyzing data

**Preferred Education, Knowledge, Skills, and Abilities:**

- Associate's Degree;
- Knowledge of Grants;
- Knowledge of Property & Liability insurance;
- Knowledge of keeping an inventory;
- Knowledge of budgeting;
- Knowledge of seeking quotes and bids;

**Special Requirements**

- Subject to a drug screen prior to employment;
- Subject to a criminal background check prior to employment;