

MADISON COUNTY

PURCHASING ASSISTANT

Primary Job Functions:

- Prepares all request for proposals, request for qualifications, and bid documents upon receiving specifications from departments;
- Responsible for the advertising of all above by posting on the county's website, e-mailing to potential vendors, or if necessary, appropriate notices to correct media outlets for legal notices;
- Conduct all bid openings and collect information from departments in order to award bids;
- Update bid and award information on county website as well as update all bid lists;
- Responsible on construction bids for making sure payment and performance bonds are submitted;
- Prepare and enter all new vendors into financial software as well as updated vendor information as needed;
- Work with open records administrator to fulfill open records requests from vendors, media, etc. as it relates to bids or other county purchases;
- Maintain purchasing records in accordance with county and state requirements;

Required Knowledge and Skills:

- Knowledge of the principles, theories and concepts of purchasing procedures;
- Skill in researching and understanding complex written materials.
- Skill in conducting thorough analytical work;
- Knowledge of computer software including word processing, spreadsheet and e-mail applications;
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority;
- Ability to maintain accurate and legible notes;
- Knowledge of County policies, procedures and practices;
- Knowledge of local government organization and its departmental operating requirements.
- Ability to establish and maintain effective working relationships with others;
- Ability to analyze and prepare organizational and functional reports from research data;
- Ability to communicate effectively both verbally and in writing and deal effectively with people;
- Ability to operate standard office equipment and perform word processing and/or data entry;

- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software;
- Ability to work with minimal supervision.