# Procurement Director (1032)

**FLSA Status:** Exempt
**Pay Grade:** 24
**Safety-Sensitive:** No

**Purpose**

The purpose of this classification is to manage and coordinate the procurement of supplies, services, and equipment for all County departments in compliance with local, state, and federal purchasing and contracting policies, procedures, rules and regulations.

**Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

**Typical Duties**

Coordinates and implements or supervises purchasing operations for the County: ensures adherence to established purchasing policies and procedures and with local, state and federal public procurement regulations and requirements; researches markets and vendors to ensure that the County obtains commodities and services which are high quality, meet organizational needs, and at the best price.

Evaluates requests for goods and services: discusses product or service requirements with requesting department; researches technical information; assists with developing specifications; and determines most appropriate method of procurement.

Administers or supervises all aspects of bid processes: prepares invitations for bid; develops notices and advertisements and places same with newspapers and other publications; analyzes, evaluates and tabulates bids; checks references on potential contractors; and makes recommendations or selects vendor or contractor.

Supervises or processes purchase requisitions and purchase orders: receives and reviews purchase requisitions from County departments; verifies accuracy, completeness and compliance with established policy and procedures; issues purchase orders; assigns purchase order numbers; enters and updates purchase orders into computer database; returns purchase orders to requesting department; and closes purchase orders as needed.

Administers contracts and agreements: participates in contract creation and negotiation; composes and revises agreements, contracts, and related documents; leads and facilitates any required planning and negotiating sessions with user departments and suppliers; issues purchase order for approved contracts; ensures awarded vendor complies with bid specifications, such as pricing, delivery schedule, warranty, packaging, etc.

Provides guidance and direction to County departments regarding procurement policies and procedures: answers questions regarding Requests for Proposal, Requests for Bid, purchase requisitions and purchase orders, procurement thresholds, and related issues; provides advice and makes recommendations; and assists with preparing agenda items for presentation to the Board of Commissioners. Creates and conducts training sessions to teach employees about procurement laws, policies, and procedures.

Coordinates the disposal of surplus and obsolete items: compiles list of surplus or obsolete items from County departments; gathers required documentation and records; coordinates with County departments regarding preparation and delivery of items for sale; coordinates sales with auction vendor; records proceeds from sale/retirement of assets; and forwards proceeds to Finance.

Communicates with vendors and suppliers: researches vendors, suppliers, and market conditions; attends and evaluates presentations from vendors; answers questions from vendors and suppliers regarding County policies and procedures, procurement laws, and other issues; and maintains comprehensive list of contact information vendors and suppliers.

Maintains current knowledge of supply sources, product developments, contract availability, and of regulations, policies and procedures for governmental procurement; evaluates and interprets market trends and business situations that impact contract and procurement administration; and makes recommendations to adequately address needs.

Maintains records of employees authorized to make purchases on behalf of the County for each department; serves as administrator of p-cards and fuel cards, to include requesting new cards and canceling cards as needed; coordinates with Accounts Payable to ensure that policies are followed and addresses misuse of purchasing privileges.

Oversees grant administration for the County; assists with searching for grant opportunities and writing / reviewing grant applications; oversees compliance reporting and closeout of grants; ensures compliance with financial and procurement requirements for each grant; oversees submission of reimbursement requests and compliance reporting.

Assists with budget process and capital planning; coordinates with departmental staff and fleet administration to evaluate needs and direct capital funding to strategically replace vehicles and equipment as needed.

Performs other related duties as required.

**Minimum Qualifications**

Bachelor Degree in Finance, Accounting, or a related field required; supplemented by five years of experience of professional level procurement in a government setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license.

**Performance Aptitudes**

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning**: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

Created January 2026