



Job Description

Purchasing Coordinator

Pay Grade: G06

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum one (1) year of experience dealing with the public in a related field.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Financial Services.

Direct Supervisor: Purchasing Agent II.

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Certification: Valid State of Florida driver's license. Procurement/Purchasing certification: NIGP preferred.

Job Summary: Provides administrative and clerical support to the Purchasing Division. Assists with bid preparation, vendor records, and routine purchasing functions to ensure the division operates efficiently.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Prepare bid meeting logistics: scheduling, notices, minutes, documentation.
- Maintain vendor database and assist departments with vendor onboarding.
- Process recurring purchase orders (office supplies, service contracts, etc.).
- Track and maintain records (insurance certificates, contract files, archived bids).
- Initiate and track letters for monthly vendor purchases.
- Support electronic procurement platform functions (uploading files, maintaining webpages).
- Reconcile invoices with Accounting for routine purchases.
- Assist with year-end close-out, inventory, and file management.
- Archive department communications to main server.
- Provide clerical support to Purchasing Agents (document prep, spreadsheets, data entry).

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Business English, spelling, and punctuation.
- Willingness to learn and understand Purchasing Division and City's policies, procedures, and practices.
- Office practices and procedures.
- City's accounting process and its relationship to the purchasing system.



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Skills

- Proficient in Word, Excel and Outlook.
- 45WPM typing minimum
- Basic math skills for budget and other financial calculations.
- Strong written and oral communications and relational skills.
- Follow and relay complex oral and written instructions, policies and procedures.
- Operate a variety of office equipment, including computer terminal, printer, calculator, and copier.

Abilities

- Prepare documents and compose letters.
- Follow and maintain department filing (electronic and paper)
- Assist with basic research and document preparation as needed by Purchasing Manager or Agent.
- Proficient in speaking on the phone, composing and sending emails, and providing customer service to staff and vendors
- Establish and maintain effective working relationships with City staff and vendors.

Physical Demands

The work is medium work which requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.



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- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date