

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Public Works  
*Division of Wastewater Facilities*  
Classified, GRADE 9  
40 Hour Week

### **PROCUREMENT SPECIALIST**

**GENERAL STATEMENT OF DUTIES:** Performs maintenance of complete inventory of fixed assets, equipment spare parts, and supplies within the sewer fund in compliance with County purchasing regulations; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are responsible for receipt and verification of purchases, maintenance and tracking of adequate inventory, and various procurement duties using in-depth knowledge of sourcing, pricing and shipping methods. The work involves management of complete procurement process including materials identification, serviceability, quantity, technical modification requirements, invoice payment processing, and preparation of detailed reports to assist in the accountability of all assets within the sewer fund. Direction is received from WWF Superintendent or Assistant Director or their designee.

**ADA REQUIREMENTS:** This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, crouching, reaching, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; mental acuity is required to make rational decisions through sound logic and deductive processes; the worker is subject to inside environmental conditions, and atmospheric conditions.

**EXAMPLE OF WORK:** (Illustrative only)

- Develop, maintain and analyze warehouse and spare parts inventory;
- Employ computerized database(s) for purchasing, tracking and receiving;
- Prepare technical specifications and oversee product/services bidding process;
- Load, unload, store, and manage distribution of equipment, parts and supplies;
- Coordinate chemical and fuel ordering and delivery;
- Oversee compliance with uniform contract and issuance of uniforms/safety items;
- Maintain a current database of source, price and procure parts and service;

Maintain control over tool inventory and petty cash fund;  
Analyze purchase requests for need or wastefulness;  
Verify and resolve discrepancies in quality and quantity of parts and service received;  
Prepare detailed reports on all aspects of inventory and purchasing;  
Coordinate and schedule shipping of all packages from treatment facility;  
Process quotation summaries and verify fund codes;  
Input information into appropriate computer system.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the principles and practices of public purchasing; ability to interpret and apply County's procurement policies; knowledge of procurement best practices methods for possible County implementation; ability to work independently; ability to develop, interpret and enforce purchasing contracts; extensive knowledge of inventory control and supply systems; ability to develop computerized reports and maintain computerized inventory of all supplies and fixed assets; extensive knowledge of supply sourcing, pricing and procurement of parts and service; ability to establish and maintain good working relationship with coworkers, supervisors, and vendors; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

**ACCEPTABLE EXPERIENCE AND EDUCATION:** Completion of standard high school coursework or G.E.D. (some college preferred) with an associates degree and ten years of hands on experience in supply and inventory control; specialized supply, inventory and fixed assets course work desired; or any combination of experience and training which provides the required knowledge, skills, and abilities.

**ADDITIONAL REQUIREMENTS:** Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Bonding certification and retention may be required to retain position. Direct deposit of pay required. Additional collective bargaining agreement provisions may apply.

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Employee Acknowledgement

Eff. 10/01/07  
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