

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **PURCHASING SERVICE AND SYSTEMS COORDINATOR**

Spec No. 6344

### **BASIC FUNCTION**

To provide assistance to County employees on the use of the purchasing module of the County financial system and to provide administrative support to Purchasing Division staff.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Trains and assists County employees on the use of the purchasing module of the County financial system.
2. Serves as a liaison to resolve technical problems on the purchasing module of the County financial system with Information Services and vendor; writes Software Action Notices to correct financial system problems; tests new financial system software releases and software fixes.
3. Develops and maintains procedural manual for using the purchasing module of County financial systems.
4. Develops and maintains forms, databases and procedural manuals necessary to support the County purchasing process.
5. Provides technical word processing and spreadsheet guidance and training to divisional staff.
6. Assists the Purchasing Manager in various administrative functions including but not limited to budget monitoring and development, supplies requisition and report preparation.
7. Analyzes and researches proposed equipment changes/upgrades and also procedural improvements for staff for proper interface and compatibility.
8. Assists Buyers in document development and processing as part of the purchase requisition process.

### **STATEMENT OF OTHER JOB DUTIES**

9. May track equipment and inventory for division.
10. May assist in departmental accounts payable, payroll and Personnel Change Forms processing.
11. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Three (3) years of business and public administration experience in a purchasing office environment using an automated purchasing financial system; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License may be required.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- automated financial systems with purchasing modules
- Purchasing Division processes and procedures
- computer technology
- office practices and procedures
- proper English, spelling, grammar, punctuation and word usage
- basic bookkeeping and/or record-keeping procedures

Ability to:

- operate computer and applied software packages
- analyze and resolve work-related problems
- exercise initiative and judgment and make decisions within the scope of assigned authority
- communicate effectively both orally and in writing
- establish and maintain effective work relationships with department personnel, public and private officials, other county employees and with the general public
- maintain necessary records and prepare required reports
- operate standard office equipment
- take notes, as required
- manage multiple tasks/activities while meeting specific deadlines
- maintain a high degree of accuracy with detailed information

### SUPERVISION

Employee receives supervision from the Purchasing Manager or an administrative superior as assigned. Objectives, priorities and deadlines are established by the supervisor. The work is reviewed through periodic meetings, status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The work is performed in the usual office environment with two (2) plus hours daily on the computer.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: May 2005

EEO Category: 6 – Administrative Support

Pay Grade: 311 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous