



Judicial Council of Georgia Administrative Office of the Courts

JOB ANNOUNCEMENT

Purchasing & Procurement Specialist

<u>Recruitment Period:</u>	Open until filled	<u>FLSA Status:</u> Non-Exempt
<u>Number of Positions:</u>	One (1) position	<u>Position Location:</u> Fulton County, GA
<u>Salary:</u>	\$40,000 – \$58,000.00	

Job Summary

Under the direction of the Business Operations Manager, the Purchasing and Procurement Specialist will provide administrative support in a variety of procurement activities. Assistance includes managing the centralized purchasing function for the agency, maintaining communication with vendors and customers to identify purchasing needs and requests. Additional duties entail assisting in the management of general office administrative operations.

Job Duties and Responsibilities:

- Assists in the development of policies and procedures for purchasing and other departmental support services.
- Assist in the management and coordination of general office administrative operations for the Agency and Clients.
- Assist in managing partnership and logistical needs with AOC customers and partners regarding procurements needs, on and offsite site space needs other needs as identified.
- Communicate with employees, vendors, contractors, and others responding to questions regarding the Purchasing Card (PCard) program including appropriate use; spending limits; card status; Merchant Category Codes; fraud attempts; and Works entry, completion, and navigation.
- Responsible for recommending, seeking approval for, implementing, and enforcing policies and procedures to govern the agency's acquisition of a wide range of supplies, equipment, and services in compliance with state purchasing guidelines and Federal regulations. Attends appropriate training.
- Assist in the oversight of Facility Management and Building Services.
- Resolve and/or mediate purchasing issues.
- Receives request for purchases both by electronic means and physical delivery.
- Ensures all received purchase requests are approved by the AOC Budget Office and submitting management before proceeding.
- Verifies all required codes are correct and complete and that any required special approval has been obtained.
- Reviews Purchase Requisitions for completeness while assisting by writing accurate and complete specifications for purchase procedures if necessary.
- Creates and posts all Purchase Requisitions and Purchase Order Numbers for the agencies departments using modules in Team Works Financials and Laserfiche Content Management/Document Software.
- Determines if special terms and conditions are restrictive or unreasonable according to established

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- procedures and guidelines for purchases.
- Monitors and accurately update pending purchase requisition status report within an established timeframe.
 - Oversee Wright Express Fuel Card process along with employee vehicle usage certification processes. Ensure that fleet vehicles have current fuel cards & employees have pin numbers, check WEX invoice before processing, monitor usage, and update users. Make sure all fleet vehicles have update insurance cards, logs, and operating instructions.

Minimum Qualifications:

- Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university or three years of experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions.
- An equivalent combination of education and job specific experience that provides the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.
- Ability to satisfactorily complete a criminal background check.

Technical Competencies

- Ability to work effectively with the AOC staff, the general public, and judicial, legislative, and executive branch stakeholders.
- Ability to observe the confidentiality of the AOC and stakeholders.
- Ability to communicate effectively, both orally and in writing.
- Ability to work in a collaborative, team environment, exercise independent judgment and maintain discretion.
- Ability to research, administer, establish, and interpret rules, policies, guidelines, and procedures.
- Ability to work remotely when not onsite at agency.

To apply:

Applicants must submit a resume and cover letter in **.pdf format** to resume@georgiacourts.gov. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line **MUST** include: **Purchasing & Procurement Specialist**

Additional Information:

The selected candidate will be required to pass a background investigation as a condition of employment. The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to criminal records, fingerprint records, education records, past employers, state licensing/certification records, and driving records.

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.