

Marion County Board of County Commissioners

POSITION DESCRIPTION



To be successful in this position, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

FIRE EMS PURCHASING COORDINATOR

Department: Fire Rescue
Pay Grade: 107/109/111/113
FLSA Status: Non-Exempt
Job Class: 5024
Risk Code: 8810

JOB SUMMARY

Responsible for the procurement and inventory of a wide variety of fire rescue and EMS equipment, tools, and supplies, which includes preventive maintenance functions, refurbishment materials and kits, replacement components, and other items specific to the department of assignment.

ESSENTIAL JOB FUNCTIONS

- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies, parts, and materials.
- Conducts parts and materials use historical tracking for the purpose of ensuring proper inventory and supply levels at all times.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders. Creates spreadsheets to analyze data for future or past purchases.
- Performs records management functions associated with inventory tracking, re-ordering, and budget tracking.
- Performs research in obtaining price quotes for regularly required and special project items.
- Evaluates cost impacts of necessary materials, parts, and supplies
- Determines most efficient purchases based on availability and cost.
- Develops and maintains effective working relationships with outside vendors, internal departments, and co-workers. Works closely with Division staff and Purchasing Department in completing purchases and tasks.
- Requests Requisitions and codes invoices properly and tracks expenditures in the proper accounts.
- Create plans to increase efficiency and makes recommendations for policy changes that could result in savings to MCBCC.
- Follows and enforces policies and procedures related to logistics and MCFR.

- Ensures compliance with state statute in purchasing supplies and equipment by working with procurement.
- Assists the Clerk of the Court, Fire operations, and Logistics Manager with annual audits as well as ongoing audits for missing or non-located items.
- Assists the Logistics Manager and team with making purchases and performing department-wide inventory.
- Participates in equipment evaluations of proposed new equipment and items.
- Assists in department budgeting process by projecting needed equipment and alternatives.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization’s guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position may supervise small work group of employees (1 to 5) to carry out assignments or as needed. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments.

QUALIFICATIONS

| | Purchasing Coordinator I | Purchasing Coordinator II | Purchasing Coordinator III | Purchasing Coordinator IV |
|------------------------------|--|--|-----------------------------|-----------------------------|
| HS diploma/GED | Required | Required | Required | Required |
| | Entry/Probation Period | Any 2 Certifications | Additional 2 Certifications | Additional 2 Certifications |
| Certification/Classes | Required within 1 Year: -Defensive Driving Course -Forklift Certification -CPR Certification -Infectious Control Certification | - Certificate in Microsoft Excel - Certificate in Microsoft Word - Purchasing and Inventory Management (*) - Warehouse Management course (*) - Supply Chain Management course (*) - Logistics & Transportation Specialist, College Credit Certificate (18 credit hours/6 courses) | | |
| Experience at MCFR Logistics | 0 Years | 2 Years | 4 Years | 6 Years |
| Pay Grade | 107 | 109 | 111 | 113 |

Entry/Probation period - refer to the Marion County Employee Handbook
Must be in Purchasing Coordinator role for 1 year to move in matrix
Classes offered through Marion County BCC, in-person trainings, or online
* Course offered at College of Central Florida, tuition reimbursement is offered through
MCBCC, each course is considered a certification for the purposes of promotion
Course or Certification substitutes must be approved by Logistics Manager & Department
Director

Education and Experience:

High school diploma or equivalent; and five (5) years' experience in inventory, logistical supply, and/or warehousing; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- CPR certification.
- Infection Control certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers and employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain and explain records.
- Ability to exercise judgment regarding use of equipment, tools, or materials.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Knowledge of fire/rescue tools and equipment.
- Knowledge of EMS supplies and equipment.
- Knowledge of the practices and methods of purchasing practices, preparation of purchase orders, requests for bids, etc.
- Knowledge of basic business computer applications, databases, and records management systems.
- Skills in organization and task prioritization.
- Ability to remain calm in stressful situations.

- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, smell; will regularly be required to stand, walk, and talk or hear; and will frequently be required to sit and to use hands to finger, handle, or feel.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.