

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, 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.

IT PURCHASING AND ASSET SPECIALIST

Department: Information Technology
Pay Grade: 109
FLSA Status: Non-Exempt
Job Class: 6060
Risk Code: 8810

JOB SUMMARY

Responsible for the procurement and inventory controls for all technology assets and software used by the County. This position is a lead with ensuring the County is complying with Florida State Statutes as they relate to the tracking of technology hardware and software assets for Cybersecurity.

ESSENTIAL JOB FUNCTIONS

- Performs research for complex technology solutions and obtains detailed price quotes for hardware, software, peripherals, warranties, and project items; evaluates cost impacts and provides recommendations based on standards, availability, and cost.
- Maintains detailed license inventories to ensure the county complies with software enterprise agreements and financial reporting requirements such as GASB 96.
- Performs records management functions associated with inventory tracking, re-ordering, and budget tracking to ensure compliance with Florida State Statutes and NIST standards.
- Prepares and processes purchase orders, check requests, credit card transactions, and invoices for the acquisition and replenishment of routinely needed technology related hardware and software.
- Works with other departments to obtain and apply appropriate budget codes to transactions for department purchases.
- Ensures proper and timely payment of all invoices with account coding and required documentation.
- Tracks purchases in process to ensure timely receipt and keeps customer informed.
- Receive shipments - verify condition, operation, and quantities of items; enter new asset records into EAM; assign technician to deploy asset and notify the requesting department of the item's arrival.
- Creates and writes Request for Proposals (RFP) for IT related equipment.
- Works with vendors and manufactures to process returns and warranties.

- Develops and maintains effective working relationships with outside vendors, internal departments, and co-workers.
- Ensures hardware and software purchases are properly charged to departments and tracked in work orders.
- 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 occasionally functions as a lead worker for a small group of employees (1 to 5) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments

QUALIFICATIONS

Education and Experience:

Associate degree in Information Technology, Computer Science, Business, or related field; Bachelor's Degree Preferred; with five (5) years' related experience in stock and supply maintenance and distribution or Information Technology; or equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Must successfully pass a Criminal Justice Information Services (CJIS) background check and maintain a current CJIS Level 4 Security Awareness Certification. These requirements exist at the time of hire and as a condition of continued employment.

May be required to acquire and maintain professional certification(s) related to the technology and applications used by the organization.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.
- 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 and to draw and interpret bar graphs.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

- Experience working in a computer network environment.
- Familiar with cabling and wiring standards of the County's in use platforms and related technologies.
- Ability to organize material, analyze information, and develop appropriate recommendations.
- Ability to acquire and maintain knowledge of information systems trends through training and periodicals.
- Ability to remain calm in stressful situations.
- Ability to learn the organization and structure of departmental services.
- Ability to learn the County's processes and procedures as it relates to purchasing and asset acquisitions and dispositions.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Skills in organization and task prioritization.
- Ability to work independently on time sensitive complex issues.
- 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 heavy work which requires exerting up to 50 pounds of force frequently (100) as a team lift, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee is regularly required to walk, talk, see and hear. The employee is occasionally required to stand and frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms. Some movements of the hands, arms and wrists may involve repetitive motion. Specific vision abilities required by this include close vision, distance vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

Work is performed primarily in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme heat, and vibration; and will frequently be exposed to moving mechanical parts and risk of electrical shock.

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.