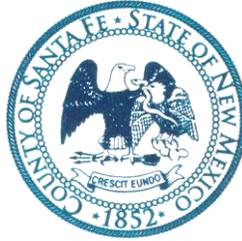


**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

**Job Title:** Procurement Specialist  
**Department/Division:** ASD/Purchasing  
**Salary:** \$14.9726/hr - \$22.4589/hr **Range: 19**  
**Position Status:** Full-Time/ Classified  
**FLSA Status:** Non-Exempt  
**Closing Date:** October 31, 2015  
**Job #:** 9-2015-025

### Primary Purpose:

Performs procurement of goods and services for the County through the use of an automated purchasing system.

### Essential Job Functions:

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews and prepares purchase requisitions for the purchase of services, supplies, materials, and other commodities; analyzes purchase requisitions to ensure compliance with procurement code and local policies and procedures; identified procurement code violations on purchases and prepares recommendations for Purchasing manager and Finance Director.
- Communicates with vendors on quotes, invoices, and other items relevant to purchasing; obtains quotes for purchases, compiles vendor information on goods and/or services available for purchase and assists in maintenance of County vendor file.
- Prepares and issues Requests for Proposals, Invitations for Bids, Requests for Quotes and other solicitation documents; submits documents to Procurement Specialist II or Procurement Manager for review prior to issuance.
- Conducts pre-bid conferences, bid openings, and post award meetings with Contractors and County staff.
- Assists department personnel in drafting professional service contracts, statements of work and contract specifications; analyzes quotes, contracts, bids and proposals. Prepares contract award documents and tracks contract execution and obligation and de-obligation of funds; prepares caption headings, memos and relevant documentation for purchases requiring Board of County Commission approval.
- Maintains current contract list for assigned departments; maintains solicitation and contract files.

### Knowledge and Skills:

- Working knowledge of modern accounting system procedures and their uses; of governmental and fund budgeting; of procurement laws, procedures, regulations and manuals; and of modern office methods, procedures, equipment, and computer software.
- Ability to accurately analyze, evaluate, summarize and assist in the compilation of budget, accounting and financial data; to exercise good judgment in analyzing organizational problems and making appropriate recommendations; to perform effectively under strict deadlines; to organize and present thoughts clearly and precisely in both verbal and written form; and to establish and maintain an effective working relationship with supervisors, employees and the public.

### Minimum Qualifications:

- High school diploma or equivalent plus (three) 3 years of finance, purchasing, procurement and/or warehouse clerking experience. Experience must be the primary function. Related experience may be substituted at a rate of 30 semester hours equal to 1-year experience.
- Must possess a valid New Mexico Class D driver's license. Incumbent may be appointed to drive a Santa Fe County vehicle while conducting County business.

### Working Conditions:

Work is performed in an office setting. Work schedule may include evening and weekend hours. May be required to travel. Manual and finger dexterity required. May be subject to exposure of CRT's and VDT's.

**Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.**

**Santa Fe County Human Resources  
949 West Alameda Santa Fe, NM 87501**

**Resumes will not be accepted in lieu of the official Santa Fe County employment application.  
Proof of education, certificates and/or endorsements must be attached to each application.**