



County of Calhoun

Job Description

Job Title: Procurement/Fixed Asset Manager

Department: Finance

Reports To: Finance Director

FLSA Status: Non-Exempt

Prepared Date: 2/11/25

Summary

Administers Calhoun County's procurement code to provide for the uninterrupted availability of all goods, services, and equipment for the daily operation of the county. Ensures the proper tracking, controlling and disposal of the County's fixed assets.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Develop and implement purchasing and contract management instructions, policies, and procedures
- Prepare bid awards requiring Council approval
- Prepare and process requisitions and purchase orders for supplies and equipment
- Review, evaluate and approve specifications for issuing and awarding bids
- Resolve vendor or contractor grievances, and claims against suppliers
- Maintain records of goods ordered and received
- Participate in the development of specifications for equipment, products, or substitute materials
- Prepare RFQ's and RFP's
- Serve as primary contact for procurement related questions, training, policy and procedure interpretation by all departments
- Approve departments' requisitions and generate purchase orders
- Transmit all county purchase orders to vendors
- Run year end encumbrance
- Oversees all processes related to the tracking, controlling, and disposal of the County's fixed assets, and ensures capitalization procedures are followed with respect to procurement, budget, and accounting principles.
- Establishes and maintenance of records and procedures necessary for the accountability of property and equipment inventory.
- Oversees periodic physical inventory of fixed assets
- Establishes procedures for the transfer of ownership of assets and acceptance/recording of equipment donations.
- Aids Auditors during County's Fixed Asset audits.
- Develops and recommends policies and procedures regarding fixed asset management, and ensures proper documentation for each step in the process.
- Maintains a fixed asset inventory process, including recommendations for disposals of fixed assets, useful life assignment, and depreciation schedules.

- Develops a procedure to inventory fixed assets and performs annual updates of inventory to verify the existence, nonexistence, or transfer of an asset; makes necessary changes in the system.
- Maintains accurate inventory data record and files with descriptions and locations.
- Makes recommendations and assists with maintaining appropriate security over fixed assets.
- Oversees Surplus Sales/Reverse Auctions; recommends methods of disposal; determines value before sales
- Performs other related duties as requested or assigned

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

This position requires an associate's degree in business administration, management, or a related field supplemented by 3-5 years of experience in procurement, local government management or equivalence. Must possess a valid state driver's license. Certified Public Purchasing Officer certificate is desired, or be able to obtain certification within six months of date of hire.

Language Skills

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 before groups of customers or employees of organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

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.

Other Qualifications

Must meet and maintain minimum qualifications for the position established by the department and the State of South Carolina. Possession of an appropriate driver's license valid in the State of South Carolina. Candidate must also have a class three law enforcement certificate from the South Carolina Criminal Justice Academy to be eligible for the position.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use

hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually moderate to loud.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.