



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Starting Rate:
 Closing Date:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

REVISED:
 3/1/2004;01/01/06
 01/01/07

JOB TITLE: Purchasing Specialist

DEPARTMENT: Finance/Purchasing

FLSA Status: Non-Exempt

HOURS: 8:00 a.m. – 5:00 p.m.

SALARY RANGE \$11.66 - \$17.53 / hour

LEVEL: 13

Provides administrative support in functional areas of the Purchasing Division, which may include procurement, issuing business permits and licenses, and maintaining contract and insurance files.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following: (Other duties may be included.)

- Coordinates the purchase of a variety of goods and services in accordance with applicable rules and regulations. Prepares bids, requests for proposals, and purchase orders.
- Provides support to Finance and Purchasing staff and assists with special projects and routine functions, to include: Issuance of beer/liquor, insurance, occupational licenses; administer purchasing card program; administer Advantage Caddo Program and Parish Procurement Card Program; maintain contract and insurance files; prepares vehicle registration, title and license applications.
- Creates, modifies and distributes documents, reports, and spreadsheets using various office equipment such as typewriter, personal computer and peripherals (i.e., printer, scanner), copier, fax, document shredder, and labeling system.
- Professionally manages multiple incoming telephone lines; expertly deals with citizens and employees.

QUALIFICATIONS

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.

- High School Diploma or GED equivalent is required. An Associate Degree or two (2) years of applicable experience is preferred.
- Typing speed of forty (40) wpm with above average skills in the Microsoft Office Suite, especially Microsoft Word and Microsoft Excel.
- Ability to interpret policies and procedures, plan and organize work, and to establish and maintain effective work relationships.

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 will experience physical requirements similar to those associated with a business office environment.