

RECRUITMENT ANNOUNCEMENT

The County of Surry is accepting applications for the position of **Purchasing Agent**. Work will be performed under guidelines established by the NC General Statutes and in accordance with standard County practices in purchasing, fixed asset systems, and inventory control. Considerable judgment and public contact are required in working with department heads, private contractors, bidders, and public agencies.

The position participates in the purchasing of various supplies and equipment; contacts vendors for prices; prepares requisitions and purchase orders; coordinates purchase needs with department personnel; reviews and authorizes purchases; determines appropriate method of purchase (i.e. informal bids, formal bids, negotiated contracts or other procedures); assists with compiling more complex bid packages; handles simple formal bids; advises departments on equipment and supplies specifications and the purchasing process; maintains records including vendor lists and product files, price lists, comparison sheets on regularly purchased items, and appropriate purchasing requisition and bid files; participates in the listing and selling of surplus items, including on-line auctions; assigns asset numbers and maintains accurate logs of asset receipt and surplus; maintains records of vehicle registration and tracks license plates; assists in management of leased vehicle fleet, as well as gas and procurement cards. The position reports to the Administrative Officer in the Finance Department. Other duties may be assigned as needed.

JOB REQUIREMENTS: Graduation from a four-year college or university, preferably with a major in business administration and considerable experience in purchasing, accounting, or related business function; or an equivalent combination of education and experience. Must be competent with Microsoft Word and Excel. Final candidates will be tested.

SALARY RANGE: Grade 70 \$40,560-68,076

Applications will be taken at NC Works Career Center, 541 W. Pine Street, Mount Airy, NC (336-786-4169), by going online to the Surry County Human Resources job posting page, printing the application and e-mailing back to the indicated email, SCJobs@co.surry.nc.us or by contacting Surry County Human Resources at 336-401-8221. A complete list of duties and analysis of physical demands will be available upon request.

**SURRY COUNTY IS A DRUGFREE WORKPLACE
SURRY COUNTY IS AN EEO EMPLOYER**

**Date Posted: February 22, 2021
Closing Date: Open until filled**