



POSITION AVAILABLE

Position: Purchasing Specialist I
Department: Purchasing/Facilities
Office: Administration

Posting Date: July 13, 2022
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: I/B22: \$20.90/hour - \$24.52/Hour
\$43,472.00 - \$51,001.60 Annual
**Salary Commensurate with Relevant Work Experience*

Minimum Qualifications:

- A High School diploma or equivalent, with 4 years of experience in purchasing methods and facility operations.
- Experience with computer applications/software, including Microsoft Outlook, Word, Excel, and PowerPoint
- Experience understanding of writing and /or reviewing contracts, agreements, and terms & conditions.
- Current valid Ohio driver's license & access to a motor vehicle
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional changes in responsibilities and working locations /hours.

Preferred Qualifications:

- Associates Degree, 2-4 years' experience with government procurement methods, practices and facility operations.
- Customer service orientation, strong interpersonal communication skills, and knowledge of office procedures and practices, emergency preparedness, and facility operations.
- Ability to adjust to changing priorities and lead multiple projects simultaneously in a fast-paced environment

Responsibilities include but not limited to:

- Responsibilities including: Oversee of various purchasing activities including processing requisitions and job tickets; Conducting research to determine appropriate vendor and options available; Maintain credit card log.
- Oversee of various facility activities, including reviewing and prioritizing work orders and committing agency funds to initiate work orders; Determines action needed and notifies appropriate personnel/vendor; Monitors and follows up on work orders status, contracts, and expenditures.
- Performs receptionist functions and other administrative duties, including answering phones, preparing various documents, filing, and scheduling of the multi-purpose room
- As facility liaison, responds to inquiries from employees concerning facility issues and notifies appropriate vendor, Schedules supplies and maintenance for agency equipment and pool cars.
- Maintains asset inventory records, including monthly audit
- Serves as back up to other support staff

PHDMC provides a quality, affordable benefits package to employees, including the following:

- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program (Section 457) plan

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings.

- Fax, email, or deliver the completed application and resume to Human Resources at:
Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422
Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: July 31, 2022 or until position is filled.

Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

Applicants who do not support and promote Public Health evidence-based and evidence-informed public health practices shall not be considered for a position with Public Health.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").