



Job Posting Announcement

Posting Date: 02/10/2020

Posting Number: 1112515

Classification: Administrative Services

Functional Job Title: Purchasing Coordinator

FLSA/Bargaining Unit: Non-exempt/CUBS

Grade/Salary Range: 920 (\$37,399-\$51,590)

Location: 417 E. Fayette Street Suite 468 Baltimore, MD 21202

Status: Full-Time/Regular

About City of Baltimore, Mayor's Office of Employment Development:

The Mayor's Office of Employment Development (MOED) coordinates and directs workforce development initiatives responsive to the needs of Baltimore City employees and job seekers in order to enhance and promote the local economy. Our vision is for every City resident to maximize his/her career potential and all employers have the human resources to grow and prosper – *a workforce system that works.*

Essential Duties and Responsibilities:

- Compiles and type necessary data to process forms and specifications for procurement transactions for the agency through the City of Baltimore Procurement system- CityBuy, online through Amazon Business Prime, and internal requisitions through the agency internal requisition system-Microix.
- Monitors budget accounts, makes necessary adjustments and notifies agency personnel of availability of funds and funding limits for the purchase of commodities and services.
- Contacts vendors to obtain and verify shipment of goods on a specific date and to ensure receipt of all partial shipments when order is not shipped in one lot
- Obtains bid proposals from vendors and recommends the purchase of commodities and services; correct requisitions using actual bid pricing from estimates
- Responds to inquiries regarding purchasing transactions from agency personnel

Knowledge, Skills and Abilities:

- Knowledge of office and purchasing procedures.
- Knowledge of techniques of expending and processing the purchase of commodities and services.
- Knowledge of procurement forms
- Ability to communicate effectively orally and in writing
- Ability to maintain effective working relationships with others
- Ability to expedite the purchase of commodities and services
- Ability to develop record keeping systems

Required Education and Experience:

- An associate's degree from an accredited college or university and one year of experience in processing and expediting the purchase of commodities or services or equivalent combination of education and experience.

Interested applicants may submit their resume via email resumes@oedworks.com.

Please place Job Title and Posting Number in the subject line.

City of Baltimore, Mayor's Office of Employment Development is an Equal Opportunity Employer and Service Provider