City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Police Purchasing Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>PPSP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>PN14</td>
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<tr>
<td>Date Revised:</td>
<td>10/5/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for planning, organizing, coordinating and preparing bid specifications; preparing procurement documents and maintaining records of items purchased, received, prepared and issued. Monitors the Department's budget and provides regular updates to the Chief.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Requisitions and orders merchandise, supplies and equipment, including initiating/approving emergency purchases for all employees in the Department.
- Verifies accuracy and completeness of specifications; determines the method of purchasing an item; determines if a vendor is qualified.
- Maintains computerized inventory control of supplies and equipment on specialized software.
- Enters data from receipts, invoices, purchase orders and other documents.
- Compiles necessary information to prepare bid specifications.
- Answers phone calls and directs visitors.
- Serves as focal point for Federal Government grant reimbursement.

Qualifications:

Education and/or Experience:

Associates degree or equivalent from two-year college or technical school or two to three years related experience and/or training dealing with purchasing and inventory control

Computer and Administrative Skills:

To perform this job successfully, an individual should have knowledge of Microsoft Office© products. Ability to perform various administrative tasks including typing at 30 wpm net of error; alpha numeric data entry at 75 kpm net of error; and 10-key data entry at 100 kpm net of error.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
**Working Conditions:**

*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 outside weather conditions. The noise level in the work environment is usually moderate.

**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 regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds.