

# River Valley Child Development Services

Providing quality services and support to children, families, and the early childhood community.

## Job Description

<b>Position:</b>	Purchasing Agent and Building Coordinator
<b>Program:</b>	Administration
<b>Worksite:</b>	611 Seventh Avenue, Huntington, WV
<b>FLSA Classification:</b>	Non-exempt
<b>RVCDS Classification:</b>	Full-time, 40 hours per week
<b>Provisional Employment Period:</b>	90 days
<b>Position(s) Accountable To:</b>	Comptroller; Executive Director
<b>Position(s) Accountable For:</b>	N/A
<b>Purpose of Position:</b>	Implement agency procurement policies and procedures in collaboration with all agency programs and vendors. Serve as building coordinator for identified RVCDS office buildings.
<b>Educational Requirements:</b>	Associate degree from an accredited college or university in accounting, or related degree. Bachelor's degree preferred.
<b>Experiential Requirements:</b>	Three (3) to five (5) years of relevant professional experience with purchasing duties.
<b>Additional Training Required:</b>	Fulfill requirements of Individual Staff Development Plan
<b>Travel Requirements:</b>	Valid driver's license and insurance. Possess personal vehicle.
<b>Pre-Employment Requirements:</b>	Must pass drug screening and have acceptable background check

### Essential Capabilities and Skills

Able to read, interpret, and utilize information: guidelines; regulations; policies, procedures, etc.

Able to utilize computer technology and software systems to enter, retrieve, and communicate information.

Able to work independently and collaboratively in team environments.

Able to effectively utilize negotiation, analytical, and critical thinking skills.

Able to perform tasks with speed and accuracy.

Able to effectively communicate (verbal and written) with diverse audiences utilizing a variety of communication tools.

### Other Capabilities and Skills

Able to be reliable, responsible, flexible and self-initiated.

Able to practice effective time management skills and pay close attention to detail.

Able to utilize effective conflict management skills.

Able to engage effectively with the public and community and provide professional customer service to internal and external customers.

Able to lift various items: boxes, paper, supplies, etc.

### **Agency Expectations**

Follow all agency policies, procedures, and practices.

Adhere to NAEYC Code of Ethics.

Follow and promote agency philosophy and mission; promote unity and teamwork within program and agency.

Keep supervisor informed on all relevant matters.

### **Essential Duties – Purchasing Agent**

Utilize agency procurement policies and procedures to carry out the purchasing process for all agency program supplies, materials, equipment, and other identified needs.

Manage vendors, purchase orders, and invoices using Sage 50 accounting software, Microsoft Office products, and other programs, as applicable.

Receive purchase order requisitions, create purchase orders, reconcile correlating invoices and packing slips, and accurately enter data into Sage.

Upload appropriate documentation into Sage accounting software.

Research, work and negotiate with suppliers and vendors to source goods and services that meet the prudent needs of the agency.

Communicate with suppliers, vendors, and program directors to schedule delivery locations and times and resolve shipping errors.

Maintain the list of preferred vendors and assist with reviewing and revising on a scheduled basis.

Assist with training program directors on the agency procurement procedures.

Research and managed agency leased equipment and provide information to program directors for maintenance and replacement.

Work collaboratively with the Comptroller to investigate and correct any discrepancies or inaccuracies found in reports.

Provide support to agency staff regarding procurement topics.

### **Essential Duties – Building Coordinator**

Serve as point of contact for all building related issues for the following RVCDS locations:

- Main office – 611 7th Avenue Huntington, WV
- RAU IV office – 432 2nd Street Huntington, WV
- RV CARES building – 2021 W 5th Avenue Huntington, WV

Develop, review, revise and maintain a Building Coordinator Procedure Manual.

Serve as liaison between agency and building landlords/building vendors.

Performs key role in the oversight and coordination of structural maintenance and building operations including, but not limited to:

- Janitorial and building maintenance
- Heating and cooling
- Fire and environmental safety
- Building security systems
- Telephone systems

Gathers information and participates in the evaluation of vendors and awarding of service contracts. Oversees outside vendors who have been awarded service contracts.

Assists with coordinating office moves if relocating to a different facility.

Coordinates and schedules small to mid-size projects and renovations.

Oversees the workflow of subcontractors involved in small to mid-size projects and renovations.

Assists with oversight of preventative maintenance program and recommends new preventative maintenance items.

Coordinate inspections to ensure compliance with codes and safety regulations.

**Other Duties – Purchasing Agent and Building Coordinator**

Perform clerical support: typing, filing, scanning, shredding, etc.

Assist with the annual agency audit.

Participate in job related training, as identified by the Comptroller.

Attend and participate on committees as assigned by the Comptroller and/or RVCDS Executive Director.

Utilize the Microsoft Outlook Calendar to store up-to-date work schedule; share the calendar with the Comptroller and other agency staff as necessary.

Attend and participate in monthly staff meetings.

Any other duties as assigned by the RVCDS Executive Director or Comptroller

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**Employee Signature**

**Printed Name**

**Date**