



**COUNTY COMMISSIONERS OF
CAROLINE COUNTY
OFFICE OF HUMAN RESOURCES**

*602 Crystal Avenue
DENTON, MARYLAND 21629
410-479-4105 FAX 410-479-4023*

Sherry A. Bratton, Director of Human Resources
Amy Hubbard, Personnel & Benefits Coordinator
Audrey L. Jenkins, Human Resources Specialist
Brandon Freeman, Employee Relations Specialist

POSITION VACANCY

Purchasing Coordinator: Caroline County Office of Finance

The Department: The Caroline County Office of Finance oversees the collection of revenues, expenditure of funds and compliance with generally accepted accounting procedures. Finance assists with budget preparation and adherence to the operating and capital budgets adopted by the County Commissioners. The Office of Finance is responsible for issuing and collecting property taxes as well as holding the annual Tax Sale. All investment and management of County Funds are also handled by the Office of Finance in compliance with the County's approved investment and fund balance policy.

About the Position: This position is a specialized administrative position that involves the independent application of procuring goods and services in an open market environment through formal contract procedures for all County Departments. An employee in this position will work with general supervision provided by the Purchasing Director and Director of Finance.

Required Knowledge and Skills:

- Ability to comprehend industrial practices and market trends in purchasing.
- Knowledge of purchasing procedures that apply to RFPS and other bid processes.
- Working knowledge of accounting practices as applied to procurement activities.
- Working knowledge in the operation of office machines, computers and various software programs including accounting software.
- Possess good written and oral communication skills and the ability to communicate complex issues to citizens.

- Ability to maintain effective working relationships with other staff members in a small office environment.
- Possess strong clerical, mathematical, and reasoning abilities.
- Applicants must demonstrate ability to maintain good working relations with fellow workers, supervisors, and the public.

Essential Functions:

- Pass the State of Maryland Motor Vehicle Operator's examination without restrictions, other than eyeglasses or contact lenses and to maintain a valid license.
- Read, understand, and recall policy manuals.
- Hear normally or have hearing corrected with hearing aid.
- Demonstrate the ability to speak clearly and politely.
- Lift, pull, push, and carry ten (10) pounds
- Stand or sit for periods in excess of one hour.
- Solve moderately difficult problems.
- Write a concise statement of a problem and its recommended solution

Education and License/Training Requirements:

- Graduated from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, or closely related subject.

OR

- A.A degree from an accredited college or university in Business Administration, Accounting, Finance or closely related subject and a minimum of two (2) years' experience in business administration, finance, accounting, purchasing, or contracting.

OR

- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the listed examples of work.

- Valid Maryland Class C License or equivalent.

Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE

Salary: \$51,115 - \$67,938 *May vary based up experience.*

Deadline to Apply: Until Filled

How to Apply: Submit a resume and completed county application to: Caroline County Office of Human Resources, 602 Crystal Ave. Denton, Maryland 21629. Call 410.479.4105 to receive an application by fax or email. Applications can also be downloaded by <http://www.carolinemd.org/DocumentCenter/View/1801>. Save and complete application and email to: hrposting@carolinemd.org

SUBMITTED TO: Promotional Opportunity
www.carolinemd.org
Chamber of Commerce
Indeed.com
DTCC
UMUC
Salisbury University (Already Done)
MML
MD Workforce Exchange
MACO
Chesapeake College
Facebook
University of Delaware
Washington College

ON: August 8, 2022

BY: _____
Audrey L. Jenkins

Cc: Daniel Fox
Jeremy Goldman