

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

JOB DESCRIPTION

CLASSIFICATION: Administrative Coordinator & Purchasing Buyer

DEPARTMENT: Administration

SUPERVISOR: Director of Finance and Administration

EFFECTIVE DATE: October 1, 2024

PAY LEVEL: 106 (\$45,927.90 - \$82,670.22)

PAY CLASSIFICATION: Non-exempt

DEFINITION: Provides administrative support to the Executive Office. Responsible for assisting with activities involved in the purchase of goods and services in accordance with the Airport's Purchasing Policy. Works with the Procurement Manager on the purchasing functions for the Airport.

EXAMPLES OF DUTIES: Receives calls, greets visitors, sorts mail and takes care of routine matters and refers other inquiries to appropriate personnel. Process complaints from tenants and the public. Coordinates activities and scheduling for various rooms and authority assets.

Acts as the liaison between suppliers, vendors, and end-users to expedite delivery on purchase requests. Identifies sourcing price and delivery for supplies requested through purchasing. Reviews requisitions and confirms authority to purchase, requirements, specifications, quantity and quality of merchandise and delivery requirements. Ensures that all quotes and bid submissions comply with Airport, state policy, guidelines and practices. Maintains and monitors open purchase order files to ensure delivery requirements and met, works with Accounts Payable to ensure timely and proper payment to vendors. Solicits and analyzes quotations, bids, proposals as required. Works with suppliers to resolve invoicing issues, and with end-users to obtain replacement materials, cancel orders, and address warranty issues. Updates Master Project or Contract listing as needed.

Performs other duties as required.

QUALIFICATIONS: Above average competency in communications; good human relations skills; ability to exercise considerable independent judgment and initiative; knowledge of principles and practices of office management and purchasing and the ability to apply that

knowledge to work situations; strong organizational skills; familiarity with information processing systems. Associates degree with course work in communications, business and/or secretarial education or three years of successful experience in administrative support and purchasing capacity. Comparative training/experience may be substituted for minimum requirements. Must have a valid Florida driver's license. Ability to obtain a procurement certification within two years of employment.

MISCELLANEOUS REQUIREMENTS: Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.

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.

SUMMARY:

Occasionally - Lift/Carry: 20-35 - lbs., Push/Pull: 20-35- lbs., Kneel, Climb, Crawl, Reach above Shoulder and Reach Outward, Drive

Frequently - Lift/Carry: 20 lbs or less., Push/Pull: 20 lbs or less., Bend, Twist/Turn, Stand

Constantly - Hand/Fine Motor Skills, Walk, Sit, Type/Keyboard

DISCLAIMER:

The examples above are illustrative and not intended to describe every function which may be performed by this job class. The omission of specific duties does not preclude management from assigning specific duties not listed, if such duties are a logical assignment to the position.