

PROCUREMENT SPECIALIST III

Finance | Purchasing



JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Procurement Specialist III is responsible for the administrative work in the procurement of supplies, equipment and services using legally approved purchasing methods.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 4:30 p.m.

LOCATION

301 Plant Road

REPORTS TO

Purchasing Manager

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Indoors with occasional warehouse work including exposure to noise, heat, cold, and dust.
Frequent interactions with members of the public.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana Driver's License
Knowledge of Louisiana Public Bid Laws

In this role, the incumbent is expected to manage daily inquiries, support departments in bid and procurement processes, maintain records and filing systems, and meet with vendors to evaluate new products and services.

The Procurement Specialist II must ensure that all purchases are made in accordance with applicable local, state, and federal laws—including Louisiana Public Bid Law—and TPCG's internal policies and procedures.

The Procurement Specialist III serves as a liaison between the Purchasing Department and internal departments, vendors, and external agencies, offering knowledgeable support on purchasing methods, bid processes, and vendor resources.

JOB DUTIES

- Acquire materials, supplies, and services in accordance with Louisiana Public Bid Law and the TPCG Purchasing Manual.
- Assist departments and divisions with purchasing needs, including requisitions, purchase orders, payments, and inquiries related to bids and requests for proposals (RFPs).
- Serve as a liaison between the Purchasing Department and other departments, agencies, districts, and vendors, offering guidance on procurement processes and applicable laws.
- Respond to incoming calls, emails, and other daily inquiries from internal departments, vendors, and external agencies in a timely and professional manner.
- Provide departments and external agencies with information on approved vendors for specific products and services.
- Maintain the TPCG user database for the State Office Supply Contract, including adding, removing, and updating user and shipping location information.
- Meet with prospective vendors, company representatives, and sales personnel to evaluate products and services and establish potential resources.
- Receive, review, and distribute vendor catalogs, brochures, and product information to relevant departments and maintain a comprehensive bidder contact list.
- Guide vendors through the registration process by providing online vendor application instructions and verifying vendor status.
- Maintain both active and inactive bid files in accordance with records retention policies, ensuring proper documentation and organization.
- Update and maintain the bid assignment schedule and contract listings monthly.
- Monitor and remain informed of changes in Louisiana Public Bid Law and adjust procedures accordingly.

JOB DUTIES CONTINUED

- Assist with the preparation and annual update of the departmental Budget Narrative.
- Provide cross-functional support to other Purchasing Department roles as assigned, including reviewing requisitions (up to \$30,000) in the absence of the Purchasing Manager, processing communication work orders, applying for vehicle titles and plates, and assisting with surplus property management.
- Coordinate with the Communications Department for the procurement of business cards and related print materials.
- Distribute sample bid documents, vendor contacts, and procurement resources to departments, districts, and external agencies upon request.
- Prepare and deliver quarterly safety meetings as required and submit housekeeping reports to Risk Management.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates initiative and accountability by providing guidance to internal departments and serving as a knowledgeable liaison between stakeholders throughout the procurement process.
- **Time Management:** ability to prioritize tasks based on urgency and importance, troubleshoot any issues with paperwork or systems, and ensure that records are kept accurate and up-to-date.
- **Analytical Skills:** Applies critical thinking to evaluate bids, review procurement documents, and ensure compliance with applicable laws and purchasing policies.
- **Communication Skills:** Must be able to clearly convey information both verbally and in writing to colleagues, vendors, and external agencies, fostering transparency and collaboration in purchasing activities.
- **Organizational Skills:** Strong ability to maintain detailed records, manages filing systems, and tracks procurement schedules and vendor data to ensure efficient workflow and regulatory compliance.
- **Technical Skills:** Proficient with office software (e.g., Microsoft Word, Excel, AS/400) and online systems to process requisitions, maintain databases, and manage vendor and purchasing information.
- **Qualifications:**
 - High school diploma or GED certification required.
 - A minimum of two (2) years of experience in public purchasing and bid law preferred.

