



County of Mora

## Position Description

Job Title: Chief Procurement Officer/Fixed Asset Officer

### **Essential Duties and Responsibilities**

- Administrative position responsible for proper execution of purchasing activities in the procurement of supplies, materials, equipment and services of desired grade and duality and at the best obtainable price of the county.
- Must prepare purchase orders and administer purchasing approval based upon compliance with New Mexico State Procurement Code and in accordance with the Mora County Purchasing Policy and available funding.
- Must receive and analyze quotations and bid prices, compare relative prices, compare (jointly with requestor) product quality and conformity with specifications.
- Prepare bid proposal specifications, solicit bids/proposals on all items/services, as required by the New Mexico State Procurement Code and in accordance with the Mora County Purchasing Policy.
- Must hold or assist in bid and proposal price and contract negotiations with vendors, as required, and must maintain active and current databases of vendors.
- Responsible for overall knowledge and application of pertinent laws, regulations, purchasing practices and techniques required for operations.
- Reviews all invoices to match with Purchase orders and submit to accounts payable for payment process.
- Follows and enforces the County's procurement policies and procedures.
- Required to be certified through training provided by the State Purchasing Division or designee and recertified through such training every two years after the original certification.
- Record fixed assets by creating and supervising a system of procedures, forms, and controls.
- Recommend any updates to accounting policies affecting fixed assets to management.
- Allocate tag numbers to fixed assets to effectively track them from time to time.
- Record in the accounting system newly acquired fixed assets and those disposed.
- Track, compile, and record project costs in fixed asset accounts; close out the accounts at the completion of the projects.
- Perform reconciliation of fixed asset subsidiary ledger balance with summary-level account in the general ledger.
- Perform depreciation calculation for all fixed assets.

- Perform revision and update on the detailed schedule of accumulated depreciation and fixed assets.
- Find out fixed assets' obsolescence potential.
- Carry out periodic reviews on intangible assets' impairment.
- Carry out inventory counts of fixed assets physically.

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- Recommend fixed assets that should be disposed of to County Commission and the State Auditor's office.
- Perform fixed asset related analyses as may be requested by the County Commission.
- Create fixed asset related audit schedules, and collaborate with auditors on their assignments
- Serve as county representative at any audits relating to fixed assets.
- Must exercise independent judgements in the administration of all procurement-related projects.
- Must oversee the use of County vehicles according to County policies
- All other duties as assigned.

**License Requirements**

Valid New Mexico Driver's License  
Chief Procurement Purchasing Officer Certification

Employee's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_