

Class Title: Purchasing Agent

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Under the direction of the Director of Finance, direct, supervise, and coordinate the procurement function of the City. Responsibilities include the procurement of all goods and services and professional services in accordance with City, state, and federal procurement laws, policies and procedures, good business practices and ethical standards; coordinate dispersal of surplus; provide services to all City departments by directing the work of procurement staff and coordinating and resolving issues with multiple City departments and private sector vendors; and formulate procurement policies and directs their implementation.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages the City's central procurement organization by receiving departmental requests, making assignments to appropriate staff member, reviewing work products, providing policy and procedural guidance as needed, administering personnel policies, reviewing documents, preparing reports, and coordinating participation.
2	S	Develops, implement, sets and interprets procurement policies by monitoring state legislation for potential impacts to the City's procurement law, directing all procurement activities to staff, ensuring consistent application of procurement principles, and reviewing state procurement regulations. Assure the City's procurement operation is in compliance with City, state, and federal procurement; and responsible for the Division's compliance with good business practices and ethical standards and practices.
3	S	Act as a liaison between City agencies, legal and vendors in order to develop a better understanding of the administration of the Purchasing Division; coordinate cooperative purchasing with other local municipalities and offers assistance in sharing specifications; liaison with the City Attorney's office on all of the Division's procurement activities and when legal issues arise.
4	S	Develop and implement internal policies and procedures in order to discharge the Division's responsibilities through better use of its resources, to ensure internal and external customers are served, and best value is received from expenditure of taxpayer dollars.
5	S	Write detailed specifications for request for proposals and complex bids and evaluate, negotiate, and award contracts; assure maximum competition is sought on all of the Division's procurement activities; and approve all letters for rejection of low bidders who are deemed not responsive or non-responsive.
6	S	Coordinate the dispersal of surplus by either reallocating to City agencies or sale by sealed bid or public auction.

Adopted: September 2001

Revised: December 2017

Physical Strength Code		ESSENTIAL FUNCTIONS
7	S	Provide information and appropriate reports to upper management regarding procurement policies, procedures, laws, market conditions and issues of importance as required.
8	S	Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described. Individual assignments will be determined by the supervisor based on then current workloads and department needs.
9	L	Represents the City by participating as a member of numerous teams and committees.

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. Must have a Bachelor's degree in business, the equivalent, or a related field that equips one with the necessary knowledge to meet the essential functions required of the Purchasing Agent.
Experience	Requires eight (8) years in procurement or fields providing the required knowledge, skills, and abilities to meet the essential functions required of the Purchasing Agent, and two (2) years associated with such positions as Purchasing Director or Administrator in a related or associated field with direct demonstrated supervisory experience. Experience in governmental procurement preferred.
Certifications and Other Requirements	Valid Driver's License may be required depending on assignment. Certified as either a Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) required.
Reading	Work requires the ability to read legal documents, codes, contracts, proposals, correspondences and commodity specifications.
Math	Must have strong mathematical and computer skills.
Writing	Work requires excellent communication skills and the ability to write legal documents, ordinances, contracts, bids and proposals and correspondences.
Managerial	Direct the operation of the centralized purchasing function and assigning areas of responsibility among staff to assure workload distribution is effectively organized. Maintain and apply a comprehensive understanding of the responsibilities of the Purchasing Division and effectively provide direction to all staff members; accurately and diplomatically communicate both orally and in writing with public, and other City personnel; report and specification are clearly and concisely articulated, and recommendations for purchase are well documented; ensure that procurement policies and procedures are adhered to by all staff members; accurately update vendor listing and performance files as conditions change. Ensure that the Division is operating in an efficient, effective and economical manner. Managerial responsibilities include strategic planning.
Budget Responsibility	Responsible for developing and maintaining expenditure control of the Purchasing Division by accurately forecasting Division needs in budget preparation. May research and prepare recommendations for Citywide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final recommendation on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

CLASS REQUIREMENTS	
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Citywide policies, procedures, or precedents are developed and/or recommended. Knowledge of the principles, theories and methodology of purchasing and the municipal budgetary and financial process. Knowledge of personnel management and administrative practices. Knowledge of the effect of federal, state, and City laws and regulations on the City's purchasing system and procedures.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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Revised: December 2017

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, filing, presentations, meetings, inventory review
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from meetings, to/from inventory review
Lifting	R	Office supplies, files, documents, reports, books, manuals
Carrying	R	Office supplies, files, documents, reports, books, manuals, notebook computer
Pushing/Pulling	R	Files from file cabinet drawer
Reaching	F	Use of office equipment, file retrieval
Handling	F	Office supplies, files, documents, reports, books, manuals, notebook computer
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	File retrieval from cabinet drawer
Crouching	N	
Crawling	N	
Bending	R	File retrieval from cabinet drawer, inventory review
Twisting	R	File retrieval from cabinet drawer, inventory review
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, writing, driving
Hearing	C	Telephone, co-workers, staff, supervisor, presentations, meeting
Talking	F	Telephone, co-workers, staff, supervisor, presentations, meetings
Foot Controls	F	Driving
Other (specify)	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, motor vehicle, cellular telephone, Standard Microsoft Windows and Office software, Internet/Intranet, Advantage Financial System software (AFMS)

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

- (3)