CLASS TITLE: PURCHASING AGENT

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for the purchase of supplies, materials, and equipment and contractual services for all City departments; as well as disposal of surplus City property; and performs other related required duties.

ESSENTIAL TASKS:
- Plans, organizes, directs, and coordinates all purchasing activities for the City
- Conducts open public bid meetings
- Makes recommendations to the Mayor for award of bids and bid waivers
- Provides the Mayor and department heads with information such as forecast costs, market conditions, product availability, and changes in technology
- Reviews and signs all purchase orders
- Approves all specifications for sealed bids
- Promotes efficiency and economy in City purchasing practices
- Assures that safeguards against improper or unethical conduct are established and followed
- Acts as chairman and coordinator of the Committee on Standards, Specifications, and Awards and Public Works Bid Committee
- Resolves conflicts between ordinances and perceived needs of departments and problems arising from legal constraints of applicable laws
- Supervises a staff of buyers and clerical support personnel
- Prepares reports of purchasing activities and prepares budget requests for the division's operation
- Disposes of surplus City property through auction, sales, and other methods
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business, public administration, or a related field, recognized as a Certified Purchasing Manager (CPM) and/or Certified Public Purchasing Officer (CPPO), and seven (7) years of progressively responsible experience in purchasing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of modern purchasing practices and procedures; considerable knowledge of modern office practices and procedures; considerable knowledge of departmental materials and supplies; considerable knowledge of sources of supply, markets, and price trends; considerable knowledge of the laws, ordinances, and other regulations governing the purchase of commodities; considerable knowledge of the methods of surplus property disposal; and good knowledge microcomputer systems and applications. Ability to plan, organize, and review the work of a staff performing procurement functions; ability to make difficult decisions and award contracts impartially and objectively; ability to prepare specifications for material, equipment, and services; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to five pounds; may be subject to walking, standing, sitting, bending, kneeling, crawling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a Certified Purchasing Manager (CPM) and/or Certified Public Purchasing Officer (CPPO) certificate.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.