



Job Description
Job Code: 210
Range: 22

PURCHASING AGENT

DEFINITION: Under supervision of the Administrative Services General Manager, performs and manages purchasing duties involving a wide variety of materials, supplies, equipment, and services for the City. Responsible for the following duties: drafting, review, and comparison of specifications and prices of competitive items; the examination, inspection, and comparison of the quality of merchandise and/or services purchased or to be purchased by the City; the drafting, editing, review, and interpretation of contract terms, conditions, and specifications; the evaluation of proposals, bids, and quotations; and the awarding or recommendation of contract awards within prescribed limits; solicits bids and negotiates contracts; and performs related duties as assigned.

CLASSIFICATION: This is an exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Contract manager for City-wide contracts. Coordinates with department head or designated person on respective department contracts. Communicates with suppliers, contractors, department officials and employees regarding purchase requisitions, specifications, quotes, bids and proposals, contracts, orders and related matters. Reviews requisitions for consistency with standard specifications in order to assure the purchase of appropriate goods; and prepares quotes, invitations for bids, and requests for proposals covering commodities purchased by the City in order to assure commodities are acquired in compliance to public purchase standards. Conducts pre-bid conferences and competitive negotiations on proposals in order to explain purchasing standards and to obtain bids and proposals. Solicits bids, makes award recommendations and administers term contracts in order to obtain and assure contracted services. Prepares, maintains and manages list of vendors to whom requests for bids are to be sent in order to standardize and expedite the bidding process. Secures quotations and places orders for emergency purchases of commodities when bids are not required in order to meet the immediate purchasing needs of City departments. Assures compliance with contracts. Processes claims with vendors for damaged materials, monitors invoices for accuracy, and obtains credits when appropriate. Prepares and manages the purchasing department budget. May supervise staff as department expands.

Collects and inputs business information into a Business Registration Application program and issues registration certificates. Works closely with Code Enforcement staff to assure that all businesses comply with Business Registration requirements. Directs individuals to State website for Transaction Privilege Tax licenses, State registration audits and inventories. Provides monthly Business Registration lists for posting on website.

Manages Accounts Payables for the City maintains records, verifies purchases for accuracy of accounting codes. Scans for legitimacy of items purchased; prepares invoices and statements and batches according to date expenses were incurred; enters data in accounting software, and retains a copy of check with supporting documentation; files checks issued. Calculates use tax for the City according to

Purchasing Agent – (Continued)

Arizona State standards. Maintains the Capital Fixed Asset module, and records all assets as they are acquired, or disposed of.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of purchasing procedures and negotiation techniques.

Knowledge of the principles, concepts, and practices of procurement management in the public sector.

Knowledge of various grades and qualities of materials, supplies, parts and equipment typically used in municipal services.

Knowledge of the sources of supply, current market conditions, price trends, and new product development methods and sources.

Knowledge of general laws and regulations applicable to bidding procedures and purchasing operations.

Knowledge of the functions and activities of the City.

Knowledge of the City Code.

Ability to evaluate quality and price of products to judge suitability of goods and alternatives offered.

Ability to analyze, evaluate, and modify purchasing methods and procedures.

Ability to maintain accurate records and controls.

Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Skills in writing contracts, RFPs, etc., and experience working with various computer software programs.

PHYSICAL REQUIREMENTS: This position will typically require: reaching, fingering, grasping, lifting (up to 50 lbs.), and kneeling, carrying, pushing, pulling, talking, hearing, seeing and repetitive motions. Work is conducted in a combination of indoor, outdoor and warehouse environment. Majority of work day will be in an office setting.

MINIMUM QUALIFICATIONS: Bachelor's degree in purchasing, financial accounting, business administration, public administration or related field, OR education, training and/or experience equivalent to five years of full-time professional-level experience involving the acquisition of equipment, supplies, commodities, or services for a government agency or private company. Experience should include working with a substantial purchasing program involving a competitive bidding and negotiation process. Experience in developing, evaluating and administering contracts, preferably for a municipal government, is required. Must have at least one year in a supervisory capacity. Must have or be able to obtain a valid Arizona driver's license by date of hire. Highly desirable: NIGP (National Institute of Governmental Purchasing) CPPB (Certified Professional Public Buyer) or CPPO (Certified Public Procurement Officer) certification.