**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 25,000 – 49,999**

**PURCHASING AGENT**

Department: Finance

Job Summary

Employee performs specialized administrative work in a purchasing function which involves purchasing a wide variety of commodities for all departments and divisions of the City. Work involves the purchase of uniforms, supplies, materials, chemicals, services, equipment and vehicles all at the desired specs, grade and quality of prices most favorable to the City. Employee will also be responsible for bidding out construction projects. Duties require frequent contact with vendors and with City employees on purchasing matters. The employee has wide latitude for independent judgment and is responsible for all professional purchasing decisions subject to the review of the Accounting Manager and City Manager.

Examples of Work

The following examples are illustrative of the duties assigned to this class title. No attempt is made to be exhaustive in this listing.

* Consults with City employees and vendors on commodity needs and specifications.
* Researches and prepares specifications for materials, supplies, and equipment required by the City.
* Receives requisitions, consults vendors, solicits bids and receives and analyzes quotations/bid.
* Issues purchase orders for required signatures.
* Develops sources of supply records, procurement procedures and handles a variety of correspondence and public records.
* Maintains appropriate records of price quotations.
* Maintains list of qualified vendors.
* Works with department heads, division supervisors and City Manager to determine selection criteria for awarding purchase orders and contracts and maintains adequate documentation of the award process.
* Follows up with vendors on delinquent deliveries, defective shipments or other discrepancies.
* Assures that all City purchases comply with City purchasing procedures.
* Performs related work as required.
* Administers certain City-wide contracts (cell phones, building maintenance, pest control, pagers, walk-off mats, etc.).

Knowledge, Skills & Abilities

* Considerable knowledge of the principles, practices and legal requirements of centralized governmental purchasing
* Considerable knowledge of sources of supplies and of market and price trends.
* Knowledge of the various types, qualities and uses of a wide variety of material, supplies and equipment required by the City.
* Ability to analyze varied factors involved in bids and to make difficult purchasing recommendations objectively and impartially.
* Ability to review purchasing methods and procedures and to prepare recommendations for improving the purchasing system.
* Ability to induce cooperation and develop working relationships with all City department personnel.
* Ability to deal effectively and efficiently with vendors, suppliers, other governmental agencies, and the general public.
* Ability to communicate clearly and concisely both orally and in writing.
* Proficiency in MS Office Word, Excel and Outlook and familiar with standard office machines.

Desirable Training & Experience

* College degree in Business Administration
* Five years’ experience in governmental purchasing
* National Institute of Governmental purchasing (NIGP) certification.

Necessary Special Requirements

* Four year Bachelor’s Degree
* Three years’ experience in purchasing
* Willingness to work toward NIGP certification.
* Possess valid driver’s license.