

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: PURCHASING AGENT I
DEPARTMENT: FINANCE
REPORTS TO: PURCHASING MANAGER

JOB CODE:
DATE: 06/13

JOB SUMMARY:

Arranges for the purchase and procurement of equipment, tools, materials, parts, supplies and services required by City departments and as determined by the Purchasing Manager. Work includes reviewing requests, communicating with department officials and vendors, examining prices, suitability and availability of items and services, comparing specifications/scope of services, reviewing alternatives to requests to meet required objectives and issuing purchase orders. Work also includes the review and monitoring of existing procurement contracts and price agreements and the development, issuance and monitoring of new procurement contracts and price agreements. Work is performed independently under the general supervision of the Purchasing Manager and in accordance with the City's purchasing ordinance and policies and procedures issued pursuant thereto.

ESSENTIAL JOB FUNCTIONS:

Conducts research, evaluates findings and makes independent decisions on procurement matters, including the award of contracts, involving limited and standard purchases as defined by the City's purchasing ordinance;

Assists and supports the Purchasing Manager with respect to the City's competitive solicitation process;

Interprets and evaluates contract provisions and ensures compliance with the City's standard terms and conditions;

Reviews purchase requests for completeness, accuracy and compliance with existing policies, procedures and contracts;

Strives to provide the best customer service possible by working closely with department personnel to ensure that quality items and services are obtained in an efficient, cost-effective and timely manner;

Obtains oral and written price quotes from vendors;

Compares vendor quotes with respect to price, specifications, availability, warranty and terms and conditions;

Prepares, approves and transmits purchase orders and change orders to vendors using the City's financial management software;

Oversees purchases made with the City purchasing card (P-card) and ensures compliance with the City Ordinance and purchasing policies and procedures;

Ensures that all risk management related issues (indemnification, insurance certificates etc) are resolved prior to issuing purchase orders to vendors;

Expedites overdue deliveries with the responsible vendors;

Communicates to appropriate department personnel all changes in delivery dates, price quotations, item specifications/scope of services and other related problems impacting the anticipated delivery of items and services;

Resolves invoice pricing discrepancies with the appropriate vendors;

Interviews and promotes positive public relations with vendors, evaluates the relevancy and quality of their products/services and capabilities as a supplier and, when appropriate, refers them to department personnel;

Reviews, monitors and updates all existing procurement contracts and price agreements, relevant to her/his buying responsibilities, in the City's financial management software;

Develops, monitors and enters into the City's financial management software all new contracts and price agreements, relevant to her/his buying responsibilities, which are deemed in the City's best interests;

Reviews, monitors and updates all relevant purchasing related information and files in the City's financial management software;

Becomes familiar with and utilizes, when appropriate, all City, State and other intergovernmental contracts in accordance with the Code of Ordinances and the City's purchasing policies and procedures;

Becomes familiar with all laws, ordinances, regulations, policies, standards and procedures relating to public purchasing;

Serves as the authoritative designee of the Purchasing Manager to articulate the City's purchasing policies and procedures to internal customers, vendors and the public. When necessary, refers inquiries from the public to the Purchasing Manager;

Remains current with developments in the marketplace, public purchasing, products, services and vendors through trade journals and other technical material, membership in relevant professional organizations, attendance at relevant workshops/seminars and networking with other purchasing professionals;

Maintains appropriate records of purchasing activities, prepares reports and correspondence and attends meetings as necessary;

Assumes the responsibilities of other Purchasing Division staff as required;

Processes incoming and outgoing department/division mail;

Maintains time and attendance records and enters weekly Purchasing Division payroll into Logos;

Maintains and upgrades the Purchasing Division portion of the City web site as required;

Builds and maintains positive working relationships with co-workers, internal and external customers, other City employees and the public;

Demonstrates prompt and regular attendance;

Performs all other duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal computer or laptop	Copier/Printer/Scanner	Facsimile machine
General office equipment	Multi-line telephone	Calculator
Tape transcriber	Typewriter	iPhone or equivalent

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree, from a two-year college or university, in business administration or a related field; and two or more years of purchasing experience, preferably as a Purchasing Agent; or any combination of education, training and experience that provides the required knowledge, skills and abilities required for the job.

Licenses and Certifications

Certified Professional Public Buyer (preferred)
Notary Public/Justice of the Peace (preferred)

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Computer based purchasing processes, Microsoft Office products (Excel, Access, Word, Front Page and Outlook) and intranet/internet applications.

The application of standard financial analysis techniques related to make-buy-lease, life cycle costs and present value.

Principles and practices of purchasing and the laws and regulations governing public procurement.

General office procedures, policies and practices to including the preparation of correspondence and the operation of basic office equipment (including computers).

Budgetary principles and practices.

Basic bookkeeping and accounting principles and practices.

Technical financial terminology.

Techniques of effective time management.

Correct use of English, including spelling, grammar, punctuation and vocabulary.

Record keeping/management and report preparation.

Skill in:

Negotiating for the best possible price, quality, terms, conditions, specifications and service using tact, discretion, assertiveness, initiative and independent judgment within established guidelines and in the best interests of the City.

Organizing work, setting priorities, meeting critical deadlines and following-up on assignments with a minimum of direction and supervision.

Researching, compiling and summarizing a variety of information and statistical data and materials.

Communicating effectively with others, both orally and in writing.

Dealing courteously and diplomatically with staff at all levels, vendors and the general public.

Applying logical thinking to solve problems or accomplish tasks.

Understanding, interpreting and communicating departmental policies, procedures and protocols.

Preparing and explaining complex spread sheets and data bases.

Mental and Physical Abilities to:

Speak effectively before and respond to questions from small and large groups.

Read, analyze and interpret policies, procedures, laws, regulations and technical specifications/scopes of work/services.

Establish and maintain effective working relationships with internal and external customers.

Attend meetings/hearings conducted in the evening or at night.

Prepare reports, correspondence, spread sheets, data bases and procedure manuals.

While performing the essential functions of this job the employee is frequently required to:

- Stand, walk, sit, talk and hear;
- Lift and/or move up to 10 lbs;
- Use hands/arms to handle, feel and reach.

Working Conditions:

Works in a normal office environment where there are few or no physical discomforts associated with changes in weather or associated with dust, dirt or the like.

The work environment is, typically, moderately quiet.