SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Purchasing Agent

Revision Date: 3/2005
EEO Code: Professional
Status: Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Deputy Director of Administrative Services, performs or coordinates purchasing services for the City i.e. manages daily workflow of processing requisitions and purchase orders; prepares bid solicitation documents, maintains vendor relations, coordinates with and trains departmental buyers; and manages purchasing related risks.

III. Essential Duties:

- Processes requisitions, purchase orders and change orders on a timely basis and in compliance with City policies and ordinances.
- Prepares invitations for bids (IFBs) and requests for proposal (RFPs) on a timely basis and in compliance with City policies and ordinances.
- Maintains a complete and accurate database of purchasing transactions.
- Recommends amendments to City purchasing policy when warranted.
- Maintains an accurate vendor list as well as positive and professional relationships with the City's vendors.
- Coordinates purchasing process with department buyers, correcting and reporting non-compliant purchases and training when needed.
- Oversees the security of the City's automated purchasing system by controlling access and use by departmental users.
- Manages risks associated with purchasing.

IV. Marginal Duties:

- Assists in the development and maintenance of the surplus property program.
- Performs other duties as assigned.

V. Qualifications:

Education: Bachelors degree in business, purchasing, accounting, or related field.

Experience: Two years directly related work experience; Certified Purchasing Manager (CPM) and/or Accredited Purchasing Practitioner (APP) Certifications are encouraged; may substitute any equivalent combination of experience and education.

Knowledge of: Principles of purchasing and accounting; relevant statutes and ordinances; inventory management; cost benefit analysis, cost comparison analysis; personal computers and applications; correct English usage, vocabulary, and arithmetic.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and money; must decide what bid information is to be kept private and what can be released to the public; upkeep of purchasing database.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; communicate effectively verbally and in writing; constant contact with the public and City departments presenting data that may influence important decisions; frequent contacts with executives on matters requiring explanations and discussions; regular and frequent contact with persons of high rank, requiring tact and judgement to deal with and influence people; requires a well developed sense of strategy and timing.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), mainframe, 10-key, printer, copier, fax and telephone system.

Analytical Ability: Follow verbal and written instructions; prioritize tasks; establish effective working relationships with employees and the public; records management skills; apply complex concepts to the solution of problems; work independently with little supervision; negotiate effectively with business vendors.

VI. Working Conditions:

Great mental effort is required daily; a great amount of pressure and fatigue is present during an average work day; constant exposure to deadlines.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.