

ASSISTANT PURCHASING AGENT

DEFINITION

Under the general supervision of the Finance Director, processes and tracks all purchase requests for the City; buys materials, supplies and services for all departments according to the purchasing policies and procedures established by the City; and performs other related duties as assigned.

EXAMPLES OF DUTIES

- Initiates and maintains service agreements with service vendors and contracts with representatives of manufacturing and commercial firms.
- Researches new products for departments; obtains information concerning prices, terms of payment, selection of items/services from vendors; and reviews acceptability of items to be purchased with departments.
- Receives and checks specifications for completeness; prepares cost analyses, processes requisitions, prepares purchase orders with precise descriptions of materials/services and terms, and places orders.
- Reviews the accuracy of open purchase order reports and prepares purchase order adjustments as requested by authorizing department.
- Develops formal bid specifications from specifications forwarded from departments; presides over bid openings; develops bid reports; and maintains contact and follow-up with bid companies.
- Maintains files to facilitate locating purchases, specifications, vendors, and keeps library of catalogs and technical information.
- Facilitates flow of purchasing information from departments through accounts payable and resolves problems that may arise between City and vendors regarding billing, product quality, and shipping.
- Performs other related duties as assigned.

REQUIREMENTS

Knowledge of: Purchasing and inventory policies and procedures; specific and detailed principles, practices and techniques for developing purchase agreements and contracts, requisitions and purchase orders, bid preparation and progression, and the ability to insure compliance regarding prices and terms; procedures for initiating and maintaining contact with vendor representatives from manufacturing, commercial and service firms; the principles and practices of effective customer service with both department staff and vendors; and the principles and practices of cost analysis and report writing.

Skill in: Reading, understanding, and effectively applying a wide variety of purchasing procedures, including tracking requisitions, inventory, purchase orders, agreements and contracts; utilizing mathematical principles and techniques in preparing cost analysis, including the use of mathematical formulas and percentages; preparing written materials for review by management, including reports and recommendations; the use of standard office equipment, including personal computers; learning and applying City policies and guidelines; oral communications; and establishing and maintaining effective working relationships with co-workers and the general public.

OTHER REQUIREMENTS

Must possess a valid California Driver's License.

DESIRABLE EXPERIENCE AND TRAINING

Applicants should have experience and training which would tend to demonstrate possession of the required knowledge and skills outline above. An example would be:

Training and experience equivalent to at least two years of college in business or a closely related field, and at least two years of experience which has involved purchasing for a large business or public entity. Prior experience working in the public sector is desirable.