

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Purchasing Agent</u>
Sch & Grade	<u>PAT-11</u>
Class Code	<u>BH06</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Purchasing</u>

PRIMARY PURPOSE:

Plan, coordinate, and direct all City procurement activities including departments, boards, agencies and the Division of Purchases.

SUPERVISION:

Under the general supervision of the City Manager and the Director of Finance; supervises professional and clerical subordinates.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Develops and implements operational policies and procedures for all City and Division procurement activities.
2. Manages and directs major acquisition projects including highly technical and complex procurements.
3. Coordinates and approves all bid documents including technical specifications, scope of work and contractual terms and conditions.
4. Supervises and directs the work of assigned staff members, including assigning work, evaluating performance, determining and securing training and/or development needs, administering disciplinary action, etc.
5. Establishes or approves all standardization and quality standards.
6. Directs or approves negotiations with vendors/contractors.
7. Approves recommendations for vendor selection and contract award.
8. Supervises the administration of contracts and the performance of contractors.
9. Coordinates inter-governmental relations regarding procurements.
10. Directs the disposal of all City surplus property (except real estate).
11. Advises City management of trends and developments in the market place that may affect the City budget or delivery of services.
12. Signs all contracts as specified in the City Charter and City Code.
13. Demonstrates continuous effort to improve operations and streamline workflow.
14. Utilizes appropriate computer software applications.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, or seminars for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Knowledge of the principles and practices of a centralized purchasing agency; management principles and practices; business practices, market and marketing practices; pricing and negotiation methods; and a thorough knowledge of purchasing, contract, and public law.

Abilities

Prepare highly technical and complex recommendations and reports; understand, apply, and administer City laws, policies, and procedures; develop policies and procedures; work independently, make sound judgments and coordinate the efforts of diversified interests; effectively plan, direct and supervise work of subordinate employees; follow oral and written instructions; utilize appropriate computer software applications accurately; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; establish and maintain effective working relationships with associates, vendors, client departments, and subordinates; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Purchasing, Materials Management, Business Administration or other appropriate discipline plus at least four years of progressively responsible and professional experience, including the supervision of purchasing professionals. Public sector experience desirable. Directly related professional work experience may be substituted for some of the formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, sorting and reaching from both ground level to overhead; lifts, carries, pushes and pulls up to 25 pounds; holds and grips objects; may require climbing, crawling or squatting during inspection of products and services, etc.

Working Environment

Primarily indoors with heating and cooling regulated in an office environment.

Licensing/Certification

Certification as a Certified Public Purchasing Officer by the National Institute of Governmental Purchasing or as a Certified Purchasing Manager by the Institute of Supply Management is desired.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4199
Comments:	Updated Abilities	Date: March 25, 1991

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____