



## City of Irving Job Description

### Purchasing Agent

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Financial Services
<b>Job Code:</b>	F251	<b>Reports To (Job Title):</b>	Purchasing Manager

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#### PURPOSE

To participate in the professional purchasing activities and operations of the Purchasing Division including informal and formal bids, RFPs, RFQs, and cooperative purchases, issuing Administrative Award numbers, and processing purchasing agenda items for City Council approval.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Solicit formal and informal bids and RFPs for city departments including preparing and reviewing specifications, attaching standard documents to complete the bid package, contacting prospective vendors, posting the bid on the city's Web site, conducting pre-bid and bid opening meetings and preparing the award to meet user department needs
- Conduct pre-bid meetings and site visits related to open bids; address vendor questions regarding projects and purchases; develop and post addendums in response to questions.
- Participate in bid openings according to established bid schedule; ensure results are posted on city Web site; assist in declaring bids non-responsive when established bid criteria are not met.
- Prepare Agenda Items for each City Council meeting; assemble the AIS summaries for designated purchase awards, cancellations and change orders; write the resolution and attach related documents including vendor performance information, cost/benefit analyses and recommendation memos from the customer department; attend related meetings as appropriate.
- Consult with city departments regarding procurement needs and provide recommendations for the best approach in acquiring necessary goods and/or services.
- Participate in the bid evaluation process for city-wide bids assigned to purchasing, evaluation committees for best-value bids and proposals; provide guidance to departments in reviewing bids.
- Review vendor agreements and contracts; ensure all signature, insurance and bond requirements are met.
- Review and approve purchase orders according to city policy requirements.
- Train city employees purchasing policies and procedures; provide technical expertise and support with program software and the BANNER financial system.
- Assist in developing internal operating procedures and policies to ensure high levels of productivity, high quality work products, and compliance with State Purchasing Law.
- Perform related duties as assigned.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Participate in additional projects including Six Sigma analyses as assigned.
- Provide training and technical oversight for purchasing assistants and support staff assigned to the purchasing division.
- Assist with and oversee responses to open records requests.
- Track assigned purchasing KPIs and other strategic plan compliance for the Purchasing Division.
- Respond to inquiries from internal and external auditors clarifying purchasing processes and procedures and/or researching and compiling data as requested.

## **SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

No direct financial responsibility; may make small purchases of training or office supplies.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree in business administration with an emphasis on procurement, financial systems or other related field.

### **EXPERIENCE**

- Two (2) years of progressively responsible, directly related public sector purchasing experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- An appropriate, valid Texas driver's license

### **KNOWLEDGE OF**

- State law, policies and procedures regarding municipal procurement.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Statistical Principles: Principles and processes dealing with the collection, analysis, interpretation, and presentation of quantitative data.
- English Language: The structure and content of the English language, including the meaning of words and grammar.

- Office Systems: Administrative / clerical and financial procedures and systems such as word-processing, records management systems, and other office procedures.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.

## **SKILLS AND ABILITIES IN**

- Accuracy: Attention to detail in dealing with numbers, words, and ideas.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Information Organization: Finding ways to structure or classify multiple pieces of information.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Mechanical/Technical: Safely operating diverse equipment, including computers, copiers, fax machines, calculators, cameras, and paper shredders.
- System Ability: Multi-tasking by working with multiple software packages simultaneously.
- Typing: Accurately entering information using computer keyboard.
- Interactive Presentation: Effectively preparing presentations (of information) and delivering them to groups and responding to questions.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Reading Comprehension and Quantitative Understanding: Reading and interpreting documents, including those which have charts and data
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Oral and Written Expression: Communicating information and ideas in writing, as well as through speech, so that others will understand.
- Synthesis: Evaluating and integrating data into useful information.
- Report Generation & Literacy: Reading and writing reports and other documents regarding assigned operations. This includes creating documents and reports that include data and other forms of information.
- Performance Fluency: Reviewing and communicating performance and results in order to provide effective feedback.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Vendors, Department directors, managers, individual contributors and support staff

## **EQUIPMENT AND PROPERTY**

Uses the full scope of general office equipment including computers, copiers, and fax machines; operates a vehicle to drive from one work site to another.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to see and sit. Frequently, s/he is required to carry, drive a vehicle, lift up to 25 pounds, pull, push, reach, stand, stoop, talk, and/or walk. Occasionally, s/he must carry, climb, kneel, and/or smell.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to confining work space, a dirty environment, and/or extreme temperatures or weather conditions. The noise level in the work environment is usually quiet.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.