

## CITY OF CORAL SPRINGS Classification Description

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**CLASSIFICATION TITLE:** Purchasing Administrator  
**FUNCTIONAL AREA:** Financial Services Department

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### **WORK OBJECTIVE:**

Under general direction, the purpose of the job is to direct and manage the strategies, programs and activities of purchasing and distribution for the City to ensure efficiency and cost effectiveness. Employees in this job classification function at management level to ensure the development and maintenance of all vendor relationships for the continuous supply of quality products. Work includes reviewing potential vendors and procurement of new products. Proactively researches initiatives to reduce costs, increase product and service quality, and ensure timely delivery performance.

### **ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the strategies, programs and activities of purchasing and distribution for the City to ensure efficiency and cost effectiveness.
- Ensures the development and maintenance of all vendor relationships for the continuous supply of quality products and services.
- Reviews and approves potential vendors and procurement of new products.
- Maintains active communications with all City management personnel to discuss product options to increase diversity and cost effectiveness.
- Researches initiatives to reduce costs, increase product and service quality, and ensure timely delivery performance.
- Negotiates and supervises vendor contracts for optimal product quality and most competitive pricing available.
- Researches and resolves product, pricing and distribution complaint issues with vendors.
- Reviews inventory levels and product/supply demands to ensure product availability from all vendors and financial compliance.
- Analyzes market trends to explore possible product and vendor options, and determine optimal purchasing trends.

## **Purchasing Administrator**

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Business Administration or related field; supplemented by three (3) to four (4) years progressively responsible experience in the administrative functions of purchasing; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Extensive knowledge of generally accepted standard purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

Ability to understand, follow and direct written and oral instructions.

Ability to develop and implement policies and procedure for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.

Ability to read, update, evaluate and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to clearly communicate information both verbally and in writing.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

Skill in the principles and practices of governmental purchasing management and analysis.

Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.

### **PHYSICAL REQUIREMENTS:**

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

### **ENVIRONMENTAL REQUIREMENTS:**

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.