

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Purchasing Agent II
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under general supervision, the purpose of the position is to purchase and receive commodities and supplies for the City. Employees in this job classification function at the professional level, to maintain vendor relationships for the continuous supply of quality products. Employee is accountable for maintaining records and reports, weekly and monthly product updates, and product inventory journals. Work includes exploring potential vendors and procurement of new products.

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.

- Purchases, stocks and distributes commodities and supplies for the City.
- Prepares, evaluates and revises various contracts for services and goods; receives and prepares special shipments, UPS and Freight shipments; notifies specific departments of delivery.
- Prepares and writes Requests For Proposals (RFP's) and bids for various products and services; prepares and submits purchase orders and reorder reports.
- Develops and maintains vendor relationships for the continuous supply of quality products.
- Monitors inventory levels to project departmental demands and ensure product availability from vendors.
- Maintains records and reports, weekly and monthly product updates, and product inventory journals.
- Maintains active communication with Purchasing personnel and Purchasing Administrator to define required tasks in departmental administrative functions; assists in the direction and training of entry-level staff.
- Performs current and new product review to determine appropriate product purchasing, distribution and development.
- Performs various clerical duties, e.g., creates and prepares memos, letters and reports; performs data entry, and file and records maintenance.
- Reviews information for product procurement.

Purchasing Agent II

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Business Administration or related field; supplemented by two (2) years responsible experience in the administrative support functions of purchasing, preferably as a Purchasing Agent I; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

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

Ability to understand and follow written and oral instructions.

Ability to utilize vendor catalogues, commercial registers, directories, office files and other resources for the procurement of goods.

Ability to perform routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.

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.

PHYSICAL REQUIREMENTS:

Most tasks involve the ability to exert light physical effort in sedentary to light work involving extended periods of time at a keyboard or workstation. Some tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of heavy objects and materials (20-50 pounds).

ENVIRONMENTAL REQUIREMENTS:

Most 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.