

PURCHASING AGENT

Position Code: 2730

WC Code: 9401

FLSA Status: Exempt

Pay Grade: 353 (\$43,714 – \$68,366)

Location: Finance

Approval Date: 2010

General Statement of Duties

Responsible for providing a centralized source of procedures, information and support services related to the Town's procurement of goods and services, contracting, and bidding activities in accordance with all applicable purchasing rules and regulations; maintaining a system of fixed asset identification, reporting, and accountability; and, overseeing the management of the Town's warehouses.

Distinguishing Features of the Class

An employee in this class organizes and administers a purchasing and procurement program for all Town departments. Work involves supervising the warehouses and performing duties involving formal and informal bid purchasing, review and approval of purchase orders, purchasing supplies and materials to maintain warehouse stock including water and sewer, street, fleet, office materials and maintaining computerized inventory of warehouse materials and other purchasing records. The employee must exercise considerable independent judgment and initiative in development of an efficient system across departments, in contract review and authorization, and in advising departments on legal requirements. Work is performed in accordance with North Carolina General Statutes, the State regulations governing purchasing in local governments, departmental needs and Town policies. Work is performed under the general direction of the Finance Director and is evaluated through conferences and review of records and reports.

Duties and Responsibilities

Directs the Town's purchasing program; organizes and implements systems and procedures for procurement, warehousing and appropriate disposal of the Town's equipment, materials and supplies; confers with department heads, local government officials and staff.

Reviews and authorizes purchases; determines appropriate method of purchase (i.e. informal bids, formal bids, negotiated contracts or other procedures).

Conducts or supervises bid openings and oversees detailed legal process for capital expenditures, analyzes bids, reports results and recommends bid awards for purchase; works with departments or prepares bid specifications for procurement items, coordinates with budget for funds availability and spending authority.

Advises departments on equipment and supplies specifications and the purchasing process; assists in determining standard products, equipment, supplies and materials to be maintained in inventory and/or used by all departments.

Maintains records including vendor lists and product files, price lists, comparison sheets on regularly purchased items, and appropriate purchasing requisition and bid files.

Oversees and participates in the purchasing of various supplies and equipment; calls vendors to get prices; prepares purchase orders; coordinates purchase needs with department personnel and delivery times with vendors.

Supervises staff responsible for keeping materials, supplies, and equipment in proper order in the warehouse and for checking in and issuing materials and supplies to Town staff.

Coordinates the Town's contract process by obtaining necessary approvals; obtaining the appropriate signatures and maintaining a file, electronic and hard copy, for the Town's contracts.

Maintains records of vehicle registration; tracks licenses.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances and regulations governing the purchase of materials, construction, supplies and equipment.

Considerable knowledge of modern purchasing and warehousing methods and procedures including automation processes for the operation.

Considerable knowledge of various grades and qualities of commodities purchased and of source, supply and price trends.

Working knowledge of supervisory principles, practices, laws, regulations, and relevant Town policies and procedures.

Working knowledge of risk management policies, practices, and strategies.

Ability to communicate effectively in written and oral form.

Ability to maintain effective working relationships with suppliers, contractors, department managers, and the general public.

Ability to prepare and submit bid information in a clear and concise format for consideration by higher levels of authority.

Ability to organize, coordinate and administer the purchasing function and meet the established legal requirements.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, walking, lifting, fingering, talking, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to work with data and figures, handle accounting processes, operate a computer, and do extensive reading.

Minimum Education and Experience

Graduation from an accredited college or university with a major in business administration or public administration and five to seven years of experience in purchasing or related business function; or an equivalent combination of education and experience. Governmental purchasing is preferred.