



## Job Description

### Purchasing Agent II

Pay Grade: G08

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum one to five (1-5) years of experience with buyer functions or related experience.

**Minimum Education Requirements:** Bachelor's degree in Business Administration or a related field.

**Department:** Financial Services

**Direct Supervisor:** Purchasing Manager

**Supervisory Responsibility:** Direct (2); Indirect (x)

**Primary Work Location:** Works inside in an office setting

**Certification:** Valid State of Florida driver's license. CPPB/ CPPO or NIGP-CPP designation preferred or obtained within 1 year.

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**Job Summary:** Senior professional purchasing position responsible for overseeing procurement operations, ensuring compliance, and supervising staff. Serves as lead staff for Purchasing Division. Reports directly to Finance Director.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Works with Senior Purchasing Agent/Warehouse Specialist, coordinating annual inventory processes, as needed by Senior Purchasing Agent.
- Leads purchasing daily operations, to ensure compliance with City, State, and Federal regulations.
- Oversee performance of Purchasing Coordinator and Purchasing Agent I, including the work assignments, training and HR tasks.
- Oversees vendor performance and corrective actions when issues arise.
- Perform required 2<sup>nd</sup> review of routine warehouse reorder reports and asset disposal forms.
- Acts as central point of contact for formal bids; oversees bid openings and tabulations.
- Works with user depts to develop and approve specifications, determine procurement methods.
- Manages both bid and contract expirations. Reviews and approves contract forms, amendments, renewals, and change orders.
- Acts as liaison for City and vendors in the procurement process.
- Acts upon City Council awards, initiating next steps for needed contracts and documents.
- Assist departments with large or complex procurements (capital projects, cooperative agreements).
- Coordinates with City Attorney and Finance Director on contract terms and legal compliance.
- Develops purchasing policies/procedures and update administrative code as directed by Finance Director.
- Manages transition to electronic bidding and contract tracking systems.



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- Cross-trains with Warehouse specialist for conducting fiscal year end inventories, maintenance of warehouse stock, and auctions/disposal of assets.
- Researches and provides updates to Finance Direct for legislative changes affecting City purchasing policies.
- Provides support to the Finance Department, as needed by the Finance Director, including preparation for budgets of the Purchasing Division, and resolution of internal invoicing issues.
- Performs other duties as assigned by the Finance Director.

#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Purchasing principles, methods, and procedures, including knowledge of Federal, State and local legal requirements governing City purchases.
- Sound business methods and practices as they relate to the development and maintenance of inventories, records management, and procurement.
- Familiarity of cooperative purchasing, and other approved methods of purchasing.
- Internal controls for inventory commodities and non-capital assets.
- City's accounting process and how it interrelates to the purchasing system.
- Automated purchasing and inventory systems.

##### **Skills**

- Strong written and oral communications and relational skills.
- Expert proficiency in Word, Excel and Outlook.
- Follow and relay complex oral and written instructions, policies and procedures.
- Strong math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

##### **Abilities**

- Make decisions within established purchasing policies and procedures.
- Provide recommendations for and against staff requests, in compliance with the City's Purchasing Policies.
- Perform a certain amount of lifting and related physical exertion in moving inventory items.
- Work rapidly and accurately with both verbal and numeric data.
- Work with spreadsheets, budgets and contract documents.
- Establish and maintain effective working relationships with department officials and vendors.



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#### Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand (s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date