

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 230

PURCHASING AGENT

GENERAL

Highly responsible technical work involved in procurement, contracts and bid solicitation. Work is performed under the supervision of the General Services Director.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Procures materials, supplies, capital equipment and contract services according to established practices of cost containment and quality.
- Approves all purchase contracts up to determined limit. Assists departments in drafting specifications and solicits bids and RFPs on all purchases over determined limit. Procures professional services (CCNA) via the RLI process. Conducts selection/evaluation committee meetings. Prepares bid tabulations and evaluation criteria forms. Prepares agenda items for bid award or RFP/RLI ranking.
- Makes final decision on selection of suppliers based on the experience of interviewing sales vendors, delivery dates and prices, visits to vendor suppliers and ability to resolve problems of shortages and improper orders.
- Maintains records of purchases and contracts in order to optimize opportunities for improved sources, distribution of business, prices and terms relative to changing economic conditions.
- Responsible for bidding of all construction contracts, including, coordination with the Engineering Division or other user departments, preparation and sale of bid documents, issuance of addenda, conducting Pre-Bid Conferences and Bid openings, preparation of award recommendation for City Commission approval, and post-award documentation and coordination.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Certification as a CPPB or CPPO preferred, but not required. Prefer some experience in procurement of a broad range of commodities, construction contract bidding, and procurement of professional services. Experience With the use of Sungard HTE Purchasing/Inventory software desirable. Ability to interact effectively with the public and communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS

Bachelor's degree from a four-year accredited college or university in Business or Public Administration or a related field. Experience in purchasing, preferably in the public sector. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant moving, climbing, carrying, bending, kneeling, crawling, and handling, and pulling. Sedentary position with the ability to see, read, talk, handle or feel objects and controls. Physical abilities include frequent light lifting up to 10 lbs. and occasionally up to 20 lbs., walking, standing, pushing, reaching and grasping. The noise level in this environment is usually quiet in an inside office setting.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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