

## ASSISTANT PURCHASING AGENT

### NATURE OF WORK

This is responsible supervisory work assisting in all phases of City/County Purchasing Operations with an emphasis on contract administration and contract management.

Work involves responsibility for performing a variety of complex purchasing and contract administration functions. An employee in this class assists the Purchasing Agent in managing contracts and procuring material and equipment of a desired quality and quantity at the most favorable price. Work includes assisting in the preparation of equipment and material specifications and the examination of specifications prepared by others in order to ensure proper contract terms and compliance. This position must be able to evaluate formal and informal bids received from vendors. Assists in coordinating communication between the Purchasing Division, vendors and city/county departments and divisions. Work involves product research, value analysis, life cycle cost analysis and follow-up on purchase orders and contracts. Work is performed under the general supervision of the Purchasing Agent. Supervision may be exercised over subordinate clerical employees.

### EXAMPLES OF WORK PERFORMED

Assists in the purchasing of supplies, materials and equipment in accordance with established price and quality specifications.

Reviews requisition forms for completeness and accuracy as to description, same size, weight, price, delivery, etc and associated contract documents following award.

Prepares specifications for commodities and services and examines specifications prepared by others to ensure best value.

Performs Spend Analysis on select contracts in order to ensure that expenditures do not exceed contract/budget amounts and communicates this information to departments.

Evaluates formal and informal bids received from vendors.

Performs life-cycle cost analysis on construction and equipment purchases to determine best value with assistance of the department and Purchasing Agent.

Conducts continuous study of new materials and equipment on the market for possible use as a replacement item.

Consults with department head and vendors on purchasing needs and specifications.  
Follows-up on purchase orders and expedites deliveries.

Assists department in handling adjustments and filing claims on materials or equipment damaged in shipment, backordered, or not received.

Assists in purchasing a wide variety of technical and nontechnical items which fall under a yearly contract on an incidental buying basis.

May supervise the clerical staff of the Purchasing Division.

Analyze and mitigate risk associated with contracts.

Accepts and reviews vendor performance reports and follows up with the department regarding proper procedures according to the vendor performance policy.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the Governmental procurement process.

Knowledge of purchasing principles and practice, and of methods employed in the preparation of specifications, analysis of bids and performance of related purchasing functions.

Knowledge of accounting principles.

Ability to prepare specifications, analyze bids and prepare contracts.

Ability to write business letters, reports, and prepare specifications and contracts.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, government officials and vendors.

#### MINIMUM QUALIFICATIONS

Graduation from a four-year college or university with major coursework in business administration, public administration, accounting, or related field and some experience in public procurement ; or any equivalent combination of training and experience that would provide the desirable knowledge, abilities, and skills.