

**Job Description**

<b>Job Title:</b>	Purchasing Agent								
<b>FLSA:</b>	<b>Exempt:</b>	X	<b>Non-Exempt:</b>		<b>Union Status:</b>	<b>Union:</b>	X	<b>Non-Union:</b>	
<b>Supervision Received:</b>	Assigned Manager				<b>Supervision Exercise:</b>	None			
<b>Last Revision:</b>	3/15/2019								

**General Summary:**

This position is responsible for performing a variety of the most complex procurement activities including procurement of commodities, materials, supplies, equipment, and services for the Town and affiliated partners that comply with regulatory guidelines, accepted procurement principles, and policies. This work involves the application of technical and complex procurement standards and procedures, including negotiations, evaluation of practices and implementing process improvements.

**Career Ladder:**

This position is part of a career ladder with the Buyer and Senior Buyer positions. This position differs from the lower graded positions in that this position performs the most complex procurement work, with significant latitude for independent judgement and decision making for the Town and requires multiple professional certifications, expert knowledge in aspects purchasing services and time in service requirements.

**Essential Functions:**

1. Reviews, evaluates, rewrites, and implements all purchasing and procurement practices, policies and procedures.
2. Prepares detailed bid specifications as requested by departments, requests for proposals for commodities and services, requests for quotations for commodities and services and requests for bids for commodities and services.
3. Utilizes advanced critical thinking and writing skills in the development and evaluation of the more complex requests or proposals for commodities and services.
4. Identifies varied sources of commodities and services.
5. Designs and implements evaluation criteria for bids and makes recommendations for contract awards.
6. Designs and implements standards for new products or services, and maintains contact with current vendors, and maintains a comprehensive description of available products and current prices.
7. Expedites the ordering and delivery process for commodities and services through



the use of automated procurement systems and assures invoice payment by monitoring the process from initiation of a purchase order through the receipt of the goods or services and billing from the vendor or supplier.

8. Ensures the prompt and effective delivery of essential goods and services with minimum lag time through the implementation of standardized purchasing practices, and policies.
9. Consults with staff about their needs and desired purchases and assists in locating and identifying items and services being sought, and contacts vendors and develops sources of supply and/or services.
10. Ensures all goods and services purchases meet specific conditions and acceptable standards by preparing detailed bid specifications for technical items, contract requirements for the establishment of commodity and service contracts.
11. Investigates substitutions made by vendors and suppliers, serving as a liaison between departments and vendors, and resolves differences regarding the purchase of goods and services, and determines the acceptability of goods and services in coordination with the ordering department.
12. Troubleshoots all procurement issues and addresses them as necessary.
13. Expands the range and improves the quality of procurement services to the departments improving customer satisfaction by providing input regarding the design and/or selection of automation systems and being proactive in seeking the use of information technologies to expedite processes.
14. Designs and delivers a training program on purchasing and procurement to ensure the development of a competent, productive and effective staff.
15. Minimizes institutional liability by reviewing and approving or denying of contracts in terms of adequacy of contract terminology, content, and obligation of physical resources.
16. Ensures the proper and timely payment of charges for goods and services received by the Town by monitoring the invoice payment process.

### **Other Functions:**

1. Attends conferences, seminars, and committee meetings as required.
2. Utilizes computer applications such as word processing, database and internet technologies.
3. Remains competent and current through self-directed professional reading, developing professional contacts with colleagues, attending professional development courses, and attending training and/or courses as directed.
4. Travels to various Town and affiliated partners sites to work with staff as necessary.
5. Other related duties as assigned.

### **Education & Experience:**

#### Education:

A Bachelor's Degree with major course work in human resources, business administration, public administration, finance, accounting or related field.



## Experience:

Five years of experience in procurement. Experience must include experience in the preparation of highly technical and/or complex solicitations for the purchase of commodities and services and in using automated procurement procedures. Experience must also include supervising or directing staff activities.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

## **Knowledge, Skills & Abilities :**

This position requires the following knowledge:

- Expert knowledge of purchasing records, processes, practices and procedures.
- Expert knowledge of federal, state and local purchasing rules and regulations.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical skills.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Maintain detailed records and processes.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing purchasing issues.
- Manager various computer applications including Excel and Word.

## **Licenses & Certifications:**

Certified Professional in Supply Management (CPSM) from the Institute for Supply Management, Certified Public Purchasing Officer (CPPO), or Certified Professional Buyer (CPPB) from the Universal Public Procurement Certification Council. Multiple professional certifications will be required upon hire.

Possess a valid driver's license.



## Special Requirements:

This position requires the following:

- A thorough background check.



## Working Conditions & Environment :

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand		X		
Walk		X		
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text				X
Climb or balance		X		
Stoop, kneel, crouch or crawl	X			
Reach with hands and arms		X		
Taste or smell	X			
Push or pull		X		
Repetitive motions				X
Driving (including driver's license)		X		
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts	X			
Work in high places	X			
Risk of electrical shock	X			
Risk of radiation	X			
Work in extreme weather conditions	X			
Exposure to blood or other body fluids	X			
Exposure to hazardous chemicals	X			

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet	X	Quiet
	Moderate noise		Loud noise
	Very loud noise		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.*

