

**City of Dunedin, Florida**  
Class Description

**JOB TITLE: Purchasing Agent**  
Finance Department

**GENERAL STATEMENT OF JOB**

Under direction, manages and supervises the procurement of quality operating and capital items and services for the City of Dunedin at the best possible value in accordance with local, state and federal procurement guidelines. Reports to the Finance Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

***The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbents(s) of any particular position.***

Supervises the activities of subordinate purchasing staff. Supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; selecting new employees; acting on employee problems, and recommending employee transfers, promotions, disciplinary action and discharge.

Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers training, advice and assistance as needed.

Prepares and submits section budget; monitors budget expenditures.

Supervises the formal bid process for the procurement of goods and services. Develops and/or assists with the development of bid specifications and Requests for Proposals/Requests for Quotations; prepares bid advertisements; develops vendors lists, organizes the mailing of invitations to bid; organizes pre-bid meetings; accepts, reviews and makes award recommendations regarding bid proposals.

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Attends Commission meetings regarding bid projects and proposals as required.

Assures vendors submit required bonds, insurance certificates, contracts and other required information. Returns all bonds as appropriate.

Reviews all purchase requisitions for accuracy and completeness; enters requisitions into computer system; prepares and issues purchase orders within procurement guidelines; accepts and records delivery receipts.

Issues blanket orders and service contracts; monitors department compliance with blanket order/service contract conditions.

Manages Water Division Inventory; Processes, issues and reports all stock requests; orders and receives items to restock inventory.

Develops and maintains purchasing policies and procedures. Educates staff on rules and regulations.

Seeks competitive pricing from vendors and obtain written quotes as necessary.

Develops listing of surplus City property; contacts auctioning services for pick-up of items or conducts public sales; accepts, records and forwards sales receipts.

Manages cooperative bidding projects.

Expedites orders and resolves vendor disputes as necessary.

Maintains vendor files.

Receives and responds to inquiries, complaints and requests for assistance from vendors, City employees and the general public.

Create end of year fixed asset CAFR Reports.

### **ADDITIONAL JOB FUNCTIONS**

Performs general office duties as required, including answering the telephone, typing reports and correspondence, copying and filing documents, processing mail, entering data into the computer, maintaining petty cash, issuing supplies, etc.

Performs related duties as required.

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### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business or related field with three years of experience in government procurement.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

### **SPECIAL REQUIREMENTS**

Registration as a Certified Public Purchasing Officer or Certified Purchasing Manager is preferred.

Must possess a valid Florida driver's license.

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, procedures and policies of the City of Dunedin as they pertain to the performance of essential duties of the Purchasing Agent. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has knowledge of the areas of government procurement, inventory management, accounting, data processing, etc. Is able to read and interpret complex materials pertaining to the responsibilities of the job. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work. Has the ability to speak and understand the English language.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels. Is able to train, assist, motivate and provide leadership to a procurement staff. Is able to perform employee evaluations and to make recommendations based on results. Knows how to maintain effective

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relationships with personnel of other departments, professionals and members of the public through contact and cooperation.

**Equipment, Machinery, Tools and Materials Utilization:** Requires the ability to use, operate and/or handle equipment such as a computer, copier, calculator, telephone, hand truck, etc. Has knowledge of and skill in the use of modern office equipment, including computers.

**Verbal Aptitude:** Requires the ability to use a wide variety of reference, descriptive and advisory data and information. Has thorough knowledge of terminology and related professional languages used within the department as such pertain to work responsibilities. Has knowledge of proper English usage, grammar, vocabulary and spelling.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; to perform mathematical operations with fractions; to compute discount, interest, profit and loss, ratio and proportion.

**Functional Reasoning:** Requires the ability to apply principles of logical thinking. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

**Sensory Requirements:** Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

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**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions. Tasks may require extensive VDT exposure.

*The City of Dunedin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

  
Finance Director

10-20-15  
Date