



CLASSIFICATION TITLE: Purchasing Agent	JOB NUMBER: 7195	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Purchasing Manager	PAY GRADE: 20	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs intermediate skilled administrative support work procuring supplies, equipment, and services, managing solicitations, preparing bid and contract specifications, and related work as apparent or assigned. Work is performed under the general direction of the Purchasing Manager or designee ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Develops, conducts and manages solicitation methods for complex procurements and projects by determining formal solicitation type, including request for proposals (RFP), request for qualifications (RFQ), and invitation to bid (ITB); reviews and writes scope of work and specifications; prepares advertisements; conducts pre-bid conferences, meetings and conducts bid openings; reviews and analyzes solicitations for best value and responsiveness; awards contracts by determining bid award authority and based upon City policy.
- Responsible for the procurement process from creation of solicitation document up to contract closeout, assuring notification to and approval of established City policies at all appropriate stages in the process; identifies procurement issues that could impede procurement process; performs contract administration functions; drafts amendments and change orders.

- Creates unique procurement documents and/or methodologies to address special project needs, including the need for a procurement waiver; assists in developing scope of work, technical specifications, contract terms and conditions.
- Oversees the evaluation process and coordinates among evaluation team members, vendors and final contract negotiation team; communicates with citizens, contractors, and/or vendors to mitigate protests.
- Understands and applies procurement concepts and material resource planning (MRP) in ordering materials used by departments to ensure appropriate quantities are ordered, and delivery dates are appropriate; ensures compliance with Federal funding procurement requirements.
- Identifies and recommends new cost savings strategies from research and value analysis; recommends procurement process improvements; works with departments to identify and consolidate contracting opportunities by establishing term contracts or other procurement opportunities; provides information and instruction to staff, vendors and public on procurement procedures and policies.
- May attend and make public presentations at public symposiums/trainings meetings and represent the City with regard to procurement issues
- May assist in providing procurement review, guidance and training to Buyers; may fill in during absence of Purchasing Manager.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Considerable knowledge of procurement procedures, best practices, competitive bid practices and procedures as it relates to materials, supplies, equipment, construction, and general and professional services.
- Government purchasing laws and regulations.
- Material management.
- Solicitation and contract development, review, administration and management.

Skills and Abilities to:

- Use and apply understanding of material resource planning.
- Perform technical writing and proofreading, including the ability to draft specifications, scope of work and contract language and interpreting and evaluating technical documents and drawings.
- Review, analyze and resolve problems.
- Moderate analytic ability is required in applying guidelines, policies, procedures and adapting standard methods to fit facts and conditions.
- Cost/price analyses.

- Apply a variety of procedures and policies.
- Conduct workshops and training sessions.
- Create and update forms and templates.

SPECIAL REQUIREMENTS

Valid driver's license.

EDUCATION AND EXPERIENCE

High school diploma or GED and three (3) years of experience in purchasing, contract administration and materials management.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


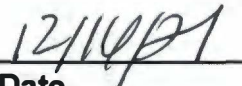

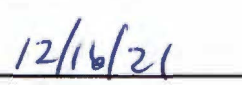


The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather) and exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Manager	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date