



**City of Winder**  
**Job Description: Purchasing Agent**  
**Department: Finance**

Rev 7/13

**EEO Function:**

**Pay Grade: 20**

**EEO Category:** Professional

**Status:** Exempt

**Pay Type:** Salary

**Position Number:** 1840

**I. Chain of Command/ Reports To**

Finance Director

**II. Job Summary**

Under general direction, the purpose of the job is to direct and manage the strategies, programs and activities of purchasing and distribution for the City to ensure efficiency and cost effectiveness. Employees in this job classification function in a management capacity to ensure the development and maintenance of all vendor relationships for the continuous supply of quality products. Work includes reviewing potential vendors and procurement of new products. Proactively researches initiatives to reduce costs, increase product and service quality, and ensure timely delivery performance.

**III. Essential Duties and Functions**

- Handles confidential files and materials.
- Prepares sealed bids and makes award recommendations.
- Prepares Requests for Proposal, Requests for Qualifications and Requests for Information; evaluates submissions, and makes award recommendations, as requested by supervisor.
- Prepares reports on procurement activities.
- Conducts bid openings.
- Administers compliance on awards, addendums, and notifications.
- Assists with and trains employees on procurement, warehouse, and contract policies and procedures.
- Reviews inventory levels and product/supply demands to ensure product availability from all vendors and financial compliance.
- Oversees Purchasing and Warehouse operations for compliance.
- Approves purchase orders.
- Administers the disposal/sale of surplus property.
- Manages special support programs and contracts, including procurement cards, leased equipment, vending services and uniforms.
- Resolves problems encountered with departments and vendors; tracks the status of purchase orders; acts as first point of contact for all facets of the procurement process.
- Assures procurement activities are in compliance with Federal, State, and City policies and practices.
- Reviews completed documentation for accuracy of coding and completeness of information.

- Maintains procurement files and records for daily purchase orders, vendor lists, catalogs, price sheets, and logs.
- Prepares reports and spreadsheets as required.
- Checks requisitions to verify compliance with competitive pricing; signature authority and charge code.
- Monitors use of departmental purchase orders.
- Prepares and submits legal advertising documents.
- Prepares fixed asset documents.
- Attend and participate in professional groups, committees and seminars; stay abreast of new trends and developments in the field of purchasing.
- Assists with payroll and general financial duties.
- Performs related duties as assigned.

#### **IV. Knowledge, Skills, and Ability:**

- Knowledge of purchasing principles and practices.
- Knowledge of accounts payable standards.
- Advance knowledge of Microsoft Word and Excel.
- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to prepare and review financial documents.
- Ability to maintain confidentiality.
- Ability to operate a computer with working knowledge of analytical spreadsheets, standard financial software.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Ability to use a calculator.
- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.
- Ability to pass drug testing as noted in policy.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

#### **V. Licenses and Certifications Required**

- Possession of or ability to obtain within three (3) months of hire membership in Governmental Procurement Association of Georgia (GPAG).
- Possession of or ability to obtain within three (3) months of hire membership in National Institute of Government Purchasing (NIGP).
- Certified Public Procurement Officer & Buyer Program, CPPO & CPPB within two (2) years of hire.

#### **VI. Qualifications**

- Bachelor's Degree in Business, Accounting, Finance, Public Administration or related field.
- Two (2) years of purchasing, accounting, auditing or other related experience. Municipal government purchasing, accounting/finance experience is desirable.
- Certified Public Purchasing Officer or Certified Purchasing Manager preferred.

- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

## **VII. Physical Requirements**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 65 pounds.

## **VIII. Working Conditions:**

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, and may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

## **IX. Supervisory Controls/Responsibility:**

None.

*The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*