

## **Purchasing Agent**

### SUMMARY/PURPOSE

Direct the activities of the Purchasing Division to support the goals of the organization and to ensure that purchases are made fairly, expeditiously, and competitively; and that payments, invoices, and bank reconciliations are made timely and accurately.

### SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

### SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Act as liaison between the City, Authorities, employees, and eligible vendors regarding any procurement and accounts payable matter.
2. Oversee procurement functions including contracts, requisitions, purchase orders, and bid documents.
3. Oversee accounts payable functions including payments, invoices, bank reconciliations, p-card processing, journal entries, vendor file maintenance, contract repository, and monthly and annual reporting to state and federal agencies.
4. Create and maintain clear and useful policies for accounts payable and procurement functions, including p-cards and surplus property disposal.
5. Research suppliers using available resources, participate in meetings with supplier representatives as practical, analyze bids, and select and approve qualified vendors to develop a computer-generated approved email list.
6. Review requisitions, develop complex bids for goods and services as applicable, coordinate like procurements from multiple departments to gain price advantages, obtain and process required documents and contracts, arrange for preparation of resolutions as required by Charter, and issue purchase orders with complete requirements.
7. Facilitate and guide the negotiation process of major purchasing contracts involving capital equipment, materials, supplies, and services within approved budget limitations.
8. Review and research City code, state statute, federal regulations, and funding source requirements for procurement and accounts payable functions to ensure compliance.
9. Approve or reject bids or proposals according to terms and conditions, specifications, and descriptions, and other City of Duluth, State of Minnesota, or federal funding agency requirements.
10. Arrange for disposal of surplus scrap, materials, goods, and equipment through competitive public sales, trade-ins, or other contract processes.
11. Implement necessary corrective actions where City Charter, City codes, or state policies are not followed.
12. Train departments in the procurement and accounts payable processes. Delegate, where warranted, the informal/simplified bidding process, and audit responsibility and accountability via the final requisition process for adherence to charter and codes, processes, prices, quantities, quality, purpose, and savings.
13. Inform superiors of any unusual developments that may impact decisions.
14. Serve as liaison to share valuable information, and to obtain information to provide answers to end users, and superiors regarding future procurements (i.e., production, new trends, quantities, lead times, etc.).
15. Acquire knowledge regarding changes and trends by reading articles and publications.

16. Monitor and evaluate vendor performance, including conducting follow-up with vendors and City departments as needed.
17. Maintain good rapport between vendors and end users within departments.
18. Conduct sessions with departments as needed to obtain their input on performance of the Purchasing Division.
19. Participate in meetings with the Financial Systems Specialist and/or IT to address and identify problems encountered within the City's current financial system program, and recommend modifications to improve the purchasing and accounts payable modules.
20. Maintain and expand the qualified vendor bid list and bid automation portion of the procurement module to enable direct email bid information.
21. Manage employee performance, and provide training, coaching, and mentoring for employees.
22. Provide clear, sufficient, and timely direction and information to the employees about plans, expectations, tasks, and activities.
23. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the organization, recognizing and defining issues, and taking initiative towards improvements.
24. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
25. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.
26. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
27. Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
28. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
  - A. Bachelor's Degree in Business Administration, Public Administration, or a related professional field, and four (4) years of related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional purchasing experience including two (2) years performing highly responsible administrative work.
  - B. Supervisory management experience preferred.
  - C. Experience described above with public or government entity and/or proven accreditation with government purchasing organization preferred.
2. License Requirements
  - A. No specific licenses required.
3. Knowledge Requirements
  - A. Thorough knowledge of business principles, techniques, and practices, with added working knowledge of government entities.
  - B. Knowledge of governmental accounting and budgeting practices.
  - C. Knowledge of problem-solving and conflict-resolution techniques.
  - D. Knowledge of applicable safety requirements.
  - E. Knowledge of, or the ability to learn, City policies and procedures.
  - F. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
  - G. Knowledge of effective leadership and personnel practices.

- H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
  - I. Knowledge of budgetary, and management principles, practices, and procedures.
  - J. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
4. Skill Requirements
- A. Analytical skills with demonstrated ability to apply them.
  - B. Skill in working on multiple projects simultaneously.
  - C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
  - D. Skill in managing one's own time and the time of others.
  - E. Skill in completing assignments accurately and with attention to detail.
  - F. Skill in mediation and dispute resolution.
  - G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
  - H. Skill in motivating, developing, and leading people.
5. Ability Requirements
- A. Ability to evaluate and compare product specifications, contract details, and cost elements of a bid proposal.
  - B. Ability to research and compare product quality, performance, options, and specification alternatives with departmental requirements.
  - C. Ability to prepare and present effective oral and written reports.
  - D. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
  - E. Ability to communicate and interact effectively with members of the public.
  - F. Ability to communicate effectively both orally and in writing.
  - G. Ability to recognize, analyze, and problem-solve a variety of situations.
  - H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
  - I. Ability to handle difficult and stressful situations with professional composure.
  - J. Ability to establish goals and objectives.
  - K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
  - L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
  - M. Ability to manage a budget and work within the constraints of that budget.
  - N. Ability to enforce safety rules and regulations.
  - O. Ability to maintain confidential information.
  - P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
  - Q. Ability to exercise sound judgment in making critical decisions.
  - R. Ability to analyze, organize, and prioritize work while meeting multiple deadlines.
  - S. Exhibits leadership qualities of dependability and accountability.
  - T. Ability to attend work as scheduled and/or required.

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment

The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial

vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR: MS	Union: Supervisory	EEOC: Officials/Admin	CSB: 07/17/2023	Class No: 1336
WC: 8810	Pay: 1105-1125	EEOF: Admin/Finance	CC:	Resolution:
FLSA Exemption Type: Administrative				

## Purchasing Agent

### SUMMARY/PURPOSE

~~Direct the activities of the Purchasing Division to support the goals of the organization and to ensure that purchases are made fairly, expeditiously, and competitively; and that payments, invoices, and bank reconciliations are made timely and accurately.~~

### FUNCTIONAL AREAS:

- ~~Develop procurement policies and direct all purchasing activities for the City and its Authorities according to established national purchasing ethics and as required by legislation, charter and codes.~~

### \* A. SUPERVISION RECEIVED

The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. Incumbents have responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently.

### SUPERVISION GIVEN

Does have supervisory responsibility, typically for employees with little discretion. Makes decisions and/or recommendations about hire, termination, pay, and performance.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- ~~Act as liaison between the City, Authorities, employees, and eligible vendors regarding any procurement and accounts payable matter.~~
- ~~\* B. Oversee procurement functions including contracts, requisitions, purchase orders, and bid documents.~~
- ~~Oversee accounts payable functions including payments, invoices, bank reconciliations, p-card processing, journal entries, vendor file maintenance, contract repository, and monthly and annual reporting to state and federal agencies.~~
- ~~Create and maintain clear and useful policies for accounts payable and procurement functions, including p-cards and surplus property disposal.~~
- ~~2.5. Research suppliers using available resources, participate in meetings with supplier representatives as practical, analyze bids, and select and approve qualified vendors to develop a computer-generated approved e-mail list.~~
- ~~3.6. \* C. Review requisitions, develop complex bids for goods and services as applicable, coordinate like procurements from multiple departments to gain price advantages, obtain and process required documents and contracts, arrange for preparation of resolutions as required by charter, and issue purchase orders with complete requirements.~~
- ~~4.7. \* D. Facilitate and guide the negotiation process of major purchasing contracts involving capital equipment, materials, supplies, and services within approved budget limitations.~~
- ~~8. \* E. Review and research city code, state statute, federal regulations, and funding source requirements for procurement and accounts payable functions to ensure compliance.~~
- ~~5.9. Approve or reject bids or proposals according to terms and conditions, specifications, and descriptions, and other City of Duluth, State of Minnesota, or federal funding agency requirements.~~
- ~~\* F. Coordinate like procurements from multiple departments to gain price advantages.~~
- ~~6.10. \* G. Arrange for disposal of surplus scrap, materials, goods, and equipment through competitive public sales, trade-ins, or other contract processes.~~
- ~~7.11. \* H. Implement necessary corrective actions where City Charter, City codes, or state policies are not followed.~~

- ~~2. Advise and assist City departments and Authorities in making purchasing decisions.~~

- ~~A. Promote and maintain a close working relationship with all City departments and Authorities.~~
- 8-12. \* B. ——— Train departments in the procurement process, and accounts payable processes. Delegate, where warranted, the informal/simplified bidding process, and audit responsibility and accountability via the final requisition process for adherence to charter and codes, processes, prices, quantities, quality, purpose, and savings.
- 9-13. \* C. ——— Inform superiors of any unusual developments that may impact decisions.
3. ~~Maintain close contact with vendors, purchasing and business professionals, and department directors to keep apprised of market conditions and other possible developments that can affect future procurements.~~
- 10-14. A. ——— Serve as liaison to share valuable information, and to obtain information to provide answers to end users, and superiors regarding future procurements (i.e., production, new trends, quantities, lead times, etc.).
- 11-15. B. ——— Acquire knowledge regarding changes and trends by reading articles and publications.
- 12-16. \* C. ——— Monitor and evaluate vendor performance, including conducting follow-up with vendors and City departments as needed.
- 13-17. D. ——— Maintain good rapport between vendors and end users within departments.
4. ~~Administer operations of the Purchasing Division and perform related duties as directed.~~
- A. ~~Prioritize day to day workload for staff and self to maximize daily output.~~
- \* B. ~~Provide staff training and perform staff evaluations; communicate goals for each employee, provide coaching, and review progress annually or more often if needed.~~
- C. ~~Conduct staff meetings as appropriate.~~
- 14-18. D. ——— Conduct sessions with departments as needed to obtain their input on performance of the Purchasing Division.
- E. ~~Determine work schedules, and authorize leaves and time off.~~
- F. ~~Participate in hiring decisions by serving on interview committee and making hiring recommendations.~~
- G. ~~Prepare yearly budgets for approval, and monitor expenses to ensure budget adherence.~~
5. ~~Collaborate with MIS and City Auditor's Office to enhance automation needs of the purchasing processes within the City's current financial system.~~
- A. ~~Participate in routine meetings with MIS and City Auditor's Office, the Financial Systems Specialist and/or IT to address and identify problems encountered within the City's City's current financial system program.~~
- 15-19. \* B. ———, and recommend modifications to improve the purchasing module, present recommendations to MIS for presentation to representatives of the City's current financial system and for open discussion and accounts payable modules.
- 16-20. \* C. ——— Maintain and expand the qualified vendor bid list and bid automation portion of the procurement module to enable direct e-mail bid information.
21. \* D. ——— Coordinate with MIS to Manage employee performance, and provide departmental training and disseminate, coaching, and mentoring for employees.
22. Provide clear, sufficient, and timely direction and information for use to the employees about plans, expectations, tasks, and activities.
23. Demonstrate highly-effective leadership by promoting and supporting the mission and vision of the current automated requisition organization, recognizing and defining issues, and taking initiative towards improvements.
24. Recommend the hire, transfer, assignment, promotion, employee grievance resolution, discipline, suspension, or discharge of assigned personnel.
25. Provide for ongoing training of employees in emerging methods, trends, technologies, and proper and safe work methods and procedures.

26. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
- ~~17-27.~~ Establish and maintain positive working relationship with the employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes as needed, systems, and the organization.
28. Other duties may be assigned.

### JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

#### 1. Education & Experience Requirements

- A. ~~H~~ ~~A.~~ Four-year Bachelor's Degree in Business Administration, Public Administration, or a closely-related professional field; plus at least, and four (4) years of verifiable purchasing-related professional experience; OR a minimum of eight (8) years of related education and/or full-time, verifiable professional purchasing experience including two (2) years performing highly responsible administrative work; OR,
- ~~H~~ ~~B.~~ Eight years of verifiable purchasing experience, including two years performing highly responsible administrative work.
- B. ~~H~~ ~~C.~~ Supervisory management experience preferred.
- C. ~~H~~ ~~D.~~ Experience described above with public or government entity and/or proven accreditation with government purchasing organization ~~a plus~~ preferred.

#### 2. License Requirements

- A. No specific licenses required.

#### ~~2.3.~~ Knowledge Requirements

- A. ~~H~~ ~~A.~~ Extensive Thorough knowledge of business principles, techniques, and practices, with added working knowledge of government entities.
- ~~H~~ ~~B.~~ Knowledge of accepted supervisory and management principles and practices.
- B. ~~H~~ ~~C.~~ Knowledge of governmental accounting and budgeting practices.
- C. ~~H~~ ~~D.~~ Knowledge of problem-solving and conflict-resolution techniques.
- D. Knowledge of advanced computer applications applicable safety requirements.
- E. Knowledge of, or the ability to learn, City policies and procedures.
- F. Knowledge of federal, state, and programs local laws, statutes, regulations, codes, and use of internet websites standards related to the area of responsibility.
- G. Knowledge of effective leadership and personnel practices.
- H. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources practices, leadership technique, and coordination of people and resources.
- I. Knowledge of budgetary, and management principles, practices, and procedures.
- ~~C~~-J. Knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

#### ~~3.4.~~ Skill Requirements

- A. ~~H~~ ~~A.~~ Analytical skills with demonstrated ability to apply them.
- ~~H~~ ~~B.~~ Good organizational skills.
- B. ~~H~~ ~~C.~~ Skill in working on multiple projects simultaneously.
- C. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
- D. Skill in managing one's own time and the time of others.

- E. Skill in completing assignments accurately and with attention to detail.
- F. Skill in mediation and dispute resolution.
- G. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- H. Skill in motivating, developing, and leading people.

#### 4.5. Ability Requirements

- A. ~~H~~ A. Ability to evaluate and compare product specifications, contract details, and cost elements of a bid proposal.
- B. ~~H~~ B. Ability to research and compare product quality, performance, options, and specification alternatives with departmental requirements.
- ~~H~~ C. Ability to work independently with little supervision.
- ~~H~~ D. Ability to prioritize daily workloads and to provide effective staff supervision.
- ~~H~~ E. Ability to communicate and work effectively with other employees, businesses, public officials, and the general public.
- C. ~~H~~ F. Ability to prepare and present effective oral and written reports.
- D. ~~H~~ G. Ability to work under pressures of time. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- E. Ability to communicate and interact effectively with members of the public.
- F. Ability to communicate effectively both orally and in writing.
- G. Ability to recognize, analyze, and problem-solve a variety of situations.
- H. Ability to consistently and independently prioritize one's own work and the work of others, including scheduling, assigning staff, and securing resources.
- I. Ability to handle difficult and stressful situations with professional composure.
- J. Ability to establish goals and objectives.
- K. Ability to set expectations and provide training in safe and proper work methods, development, and coaching for employees.
- L. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- ~~D~~-M. Ability to manage a budget and work within the constraints and conflicting demands of that budget.
- N. ~~H~~ H. Ability to transport oneself/enforce safety rules and regulations.
- O. Ability to and from various/maintain confidential information.
- P. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Q. Ability to exercise sound judgment in making critical decisions.
- ~~E~~-R. Ability to analyze, organize, and prioritize work while meeting locations, job sites and project sites as necessary/multiple deadlines.
- S. ~~H~~ I. Exhibits leadership qualities of dependability and accountability.
- ~~F~~-T. Ability to attend work on a regular basis/as scheduled and/or required.

\*Essential functions of the position

~~H~~Job requirements necessary on the first day of employment

#### Physical Demands

The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking, standing, bending; carrying of light items such as papers, books, small parts; driving an automobile, etc. No special physical demands are required to perform the work.

#### Work Environment



The work environment involves everyday risks or discomforts requiring normal safety precautions typical of places such as offices, meeting and training rooms, libraries, and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated, and ventilated.

HR:	Union: Supervisory	EEOC: Officials/Admin	CSB:	Class No: 1336
WC: 8810	Pay:	EEOF: Admin/Finance	CC:	Resolution:
FLSA Exemption Type: Administrative				