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CITY OF DELRAY BEACH
Established Date: Jun 1, 2016
Revision Date: Dec 29, 2016

Purchasing Agent

Class Code:
00858

Bargaining Unit: General Employees - Non
Bargaining

SALARY RANGE

\$24.02 - \$37.23 Hourly
\$49,961.60 - \$77,438.40 Annually

JOB DESCRIPTION:

Pay for new employees typically start at the minimum of the posted range

Veterans' Preference Applies

EEO Statement

The City of Delray Beach does not discriminate on the basis of race, color, national origin, sex, religion, age or disability, marital status, family status or sexual orientation in employment or the provision of services.

Non-Smoking

The City of Delray Beach is a **Non-Tobacco Workplace**. The City will not consider applicants who have used tobacco or nicotine products for a period of at least three months prior to application for employment. The definition of "tobacco or nicotine products" includes but is not limited to, cigarettes, cigars, chewing tobacco, pipes, snuff, e-cigarettes and nicotine patches or gum.

Under supervised direction, work independently and perform professional work in the technical and administrative functions of the purchasing activities of the City including purchasing and contract administration. This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, technology, supplies, and professional services required by various departments in accordance with all applicable federal, state and local laws, ordinances, rules and regulations, policies and procedures. Direction is received from the Chief Purchasing Officer.

ESSENTIAL JOB DUTIES:

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Prepare technical specifications, contracts and solicitation documents, including all related research and value analysis.
 - Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
 - Identify and notify potential sources.
 - Conduct pre-bid and pre-proposal conferences.
 - Coordinate and supervise activities of evaluation committees.
 - Recommend lowest responsive, responsible bidder on IFB's, most advantageous offer on RFP's and most qualified for architects/engineers.
 - Edit requisitions and confer with departments regarding requirements, specifications, quantity, quality and delivery. Recommend alternatives that would result in greater value.
 - Confer with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures and to obtain information on required products and services.
 - Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
 - Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, negotiation of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.
 - Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
 - Maintain the integrity of the public procurement process.
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- Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
- Provide guidance and assistance to other employees, as required.
- Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
- Engage in procurement planning with client departments. Routinely meet and communicate with client departments in order to identify and provide high quality service to meet client service delivery requirements on a timely basis. Provide accurate, complete and up-to-date information in a courteous, efficient and timely manner.
- Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
- Maintain individual workload statistics.
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
- Perform all functions and responsibilities according to the Palm Beach County Code of Ethics and Florida State Statutes 112.313.
- Perform other related duties as required.

MINIMUM QUALIFICATIONS:

;; Bachelor's degree (preferred) or associate degree from an accredited college or university in Business, Finance, Supply Management, or closely related field. Minimum three (3) year's of experience in purchasing of goods and services and/or administration of contracts, preferably in a government agency. Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), Certified Professional in Supply Management (CPSM), and/or Certified Purchasing Manager (C.P.M.) or the ability to obtain the CPPO within three (3) years of hire. Ability to prepare written and oral reports and presentations. Strong proficiency with PC's, word processing and spreadsheet applications. Ability to manage and prioritize routine and specialized assignments utilizing knowledge acquired through prior education, training, and experience. Ability to communicate effectively in oral and written form. Ability to adapt to an evolving and continually improving environment. Demonstrate ability to utilize personal computer and office software such as MS Word, MS Excel and electronic mail.

Knowledge, Skills and Abilities: Working knowledge of business practices related to purchasing. Knowledge of contract documents, solicitation methods and contract administration related to procurement. Knowledge of laws, policies and procedures governing public procurement. Good knowledge of mathematics to perform computations and collect statistics for basic cost and price analysis. Excellent proofreading and grammatical skills. Some knowledge of cost accounting as it relates to

price and cost analysis. Skill in researching and preparing specifications, solicitations and contract documents. Skill in negotiating contracts. Working skill in project management. Working skill with computers, including automated purchasing systems and common office software and productivity tools. Ability to read, interpret, explain and properly apply rules, regulations, laws, policies and procedures. Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies. Ability to use judgment and initiative in making recommendations and resolving problems. Ability to effectively communicate orally and in writing, including the ability to convey technical subjects in a clear, concise and positive manner. Ability to establish schedules and to complete projects on a timely basis. Ability to successfully deal with all persons in a fair and equitable manner. Ability to make difficult decisions and award contracts impartially and objectively. Possess integrity and a high sense of personal and professional ethics.

The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful and courteous manner when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues.

A comparable combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position, may be substituted for the minimum qualifications.

SUPPLEMENTAL INFORMATION:

Physical Demands/Work Environment:

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel, or operate objects, tools, or controls, and

reach with both hands and arms. The employee is occasionally required to walk, stand, bend, stoop and drive. The employee must occasionally lift and/or move up to 15 lbs. Specific vision abilities required by this job include close vision, color and depth perception and the ability to adjust focus. Work performed in an office environment and in the field.
