

**CITY OF ANAHEIM  
CLASS SPECIFICATION**

**TITLE CODE: F93**

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**CLASSIFICATION:** Assistant Purchasing Agent

**DEPARTMENT:** Finance/Purchasing

**CLASS DEFINITION:** To supervise, plan, coordinate and direct purchasing services within the Purchasing Division; to work closely with departments in the development of complex contracts; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Purchasing Agent.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Purchasing Agent.

Exercises direct supervision over professional, technical and clerical staff.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:** Responsibilities and duties may include, but are not limited to, the following:

Coordinate the organization, staffing and operational activities of the City's purchasing program.

Participate in the development and implementation of goals, objectives, policies and priorities for purchasing activities and operations; identify resource needs; recommend and implement policies and procedures.

Select, train, motivate and evaluate purchasing program personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Direct, coordinate and review the work plan for providing purchasing services; meet with staff to identify and resolve problems; monitor work flow; review and evaluate work products, methods and procedures; recommend and implement changes as appropriate.

Identify opportunities for improving service delivery methods and procedures; work closely with departments to identify areas of improvement; recommend changes including implementation strategies and cost saving; review with appropriate management staff; implement improvements.

Establish and maintain competitive supply sources through bidding procedures; solicit sources and procure products and services; issue purchase orders and contracts for City supplies and services.

Prepare and/or review complex specifications for the bid process; review bids for compliance with specifications; participate in the negotiation of contracts issued as a result of bid selection. Work closely with departments and the City Attorney's Office to ensure contract language is in compliance with city purchasing policies; review language for discrepancies and/or liability issues; incorporate changes as appropriate.

Assist City departments with procurement needs and legal procedures; ensure purchasing practices are in compliance with legal, professional and City Charter requirements.

Resolve accounting and receiving problems; monitor accounting discrepancies; coordinate reconciling of documents with suppliers and receiving departments.

Participate in the development and administration of the purchasing program budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate purchasing activities with those of other divisions and outside agencies and organizations; provide staff assistance to the Purchasing Agent; prepare and present staff reports and other necessary correspondence.

Remain current on new products, technological changes and supply fluctuation; review new products/services and supply sources.

In the absence of the Purchasing Agency, assume management responsibility for the Division.

Perform related duties and responsibilities as required.

#### **JOB RELATED QUALIFICATIONS:**

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive responsible purchasing experience including lead supervisory responsibility.

Knowledge of: Modern and complex principles, practices, methods and legal requirements of municipal purchasing; principles of supervision, training and performance evaluation; pertinent Federal, State and local laws, codes and regulations; current market conditions, trends and sources of City of Anaheim supply; commodity markets, marketing practices and commodity pricing methods; methods and practices used in competitive bidding; appropriate contract language; principles of municipal budget preparation and control; accounting and receiving principles.

Ability to: Manage and coordinate the work of professional and technical personnel; select, supervise, train and evaluate staff; prepare accurate and legally correct complex specifications and contracts; recognize inconsistent and legally problematic language in specifications, bids and contracts; interpret and explain City purchasing policies and procedures; exercise sound judgment and discretion; research, analyze and evaluate new purchasing program techniques, methods and procedures; work effectively with departments to implement changes; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; use and train employees on, the automated purchase requisition system; establish and maintain

effective working relationships with those contacted in the course of work including a variety of City officials, vendors and the general public.

License/Certification Required: Possession of a valid California Driver's License by date of appointment.

**WORKING CONDITIONS:**

Physical Conditions: Work is performed in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed.

**OTHER:**

FLSA Designation: Executive Exempt

Unit Designation: Administrative Management

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

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