

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: F93

CLASSIFICATION: **Assistant Purchasing Agent**

DEPARTMENT: **Finance/Purchasing**

CLASS DEFINITION: To supervise and coordinate purchasing services program activities and operations 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:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Coordinate the organization, staffing, and operational activities of the City's purchasing program; assist City departments with procurement needs and legal procedures; ensure purchasing practices are in compliance with legal, professional and City Charter requirements.

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

Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.

Direct, coordinate, and review the work plan for providing purchasing services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.

Participate in the selection of purchasing program personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

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

Establish and maintain competitive supply sources through bidding procedures; negotiate pricing, terms, and conditions; follow through on agreed upon issues and issue purchase orders and master agreements for City supplies and services.

Receive and respond to inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

Review incoming purchase requisitions and delegate or process in a timely manner; draft, input, issue, and revise purchase orders and master agreements as necessary.

Assist in providing training and education to other departments and divisions on purchasing policies, procedures, systems, and team building opportunities between Purchasing Division staff and their customers.

Prepare and/or review complex specifications for the bid process; receive, review, and edit bids for compliance with specifications; suggest changes; participate in the negotiation of contracts issued as a result of bid selection.

Work closely with departments, the City Attorney's Office, and the Risk Manager to ensure contract language is in compliance with city purchasing policies; review language for discrepancies and/or liability issues; incorporate changes as appropriate.

Evaluate bids and quotations; receive, record, review, and request corrections; schedule, conduct, and document job walks for bids; develop evaluations and recommendations to the Purchasing Agent for presentation to the City Council.

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

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

Provide staff assistance to the Purchasing Agent; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.

Coordinate assigned purchasing activities with those of other divisions and outside agencies and organizations.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of purchasing; incorporate new developments as appropriate into programs.

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

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Five years of increasingly responsible purchasing experience including one year of administrative and/or lead supervisory experience supplemented by a Bachelor's degree from an accredited college or university with major course work in purchasing, materials management, accounting, business administration, public administration, or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

Knowledge of: Operational characteristics, services, and activities of a purchasing program; modern and complex principles, practices, methods and legal requirements of municipal purchasing; 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; accounting and receiving principles; principles of municipal budget preparation and control; principles of supervision, training, and performance evaluation; principles and procedures of record keeping; principles of business letter writing and report preparation; office procedures, methods, and equipment

including computers and applicable software applications such as word processing, spreadsheets, and databases; pertinent federal, state, and local laws, codes, and regulations.

Ability to: Coordinate and direct purchasing programs; supervise, direct, and coordinate the work of lower level staff; select, supervise, train, and evaluate staff; recommend and implement goals, objectives, policies and procedures for providing purchasing services; understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities; understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations; participate in the preparation and administration of assigned budgets; plan and organize work to meet changing priorities and deadlines; effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit; work cooperatively with other departments, City officials, and outside agencies; respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility; prepare accurate and legally correct complex specifications and contracts; recognize inconsistent and legally problematic language in specifications, bids and contracts; exercise sound judgment and discretion; research, analyze and evaluate new purchasing program techniques, methods and procedures; work effectively with departments to implement changes; use and train employees on, the automated purchase requisition system; interpret and explain City purchasing policies and procedures; prepare clear and concise reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Possession of an appropriate, valid driver's license. Possession of, or ability to obtain Emergency Management Certification (F.E.M.A) is desirable.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting and to conduct site visits and job inspections; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

OTHER:

FLSA Designation: Executive Exempt

Unit Designation: Middle Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for Purchasing Agent.

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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Created 9/1989 - Ralph Andersen & Associates
Revised 4/1999 – V. Kilmurray
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