CITY OF ALACHUA

JOB DESCRIPTION

PURCHASING SPECIALIST

DEPARTMENT: Finance and Administrative Services

REPORTS TO: Finance and Administrative Services Director

SUPERVISES: None

FLSA: Exempt

GENERAL DESCRIPTION:

Technical and administrative work in directing all purchasing functions for the City in accordance with the City's purchasing ordinance. Work is performed under the general direction of the Finance and Administrative Services Director.

ESSENTIAL JOB FUNCTIONS:

1. Ensures timely processing of requisitions and purchase orders.
2. Invites and tabulates bids whether formal or informal. Analyzes bids and makes recommendations for acceptance or rejection.
3. Works closely with department heads to write specifications for major commodities.
4. Prepares reports concerning costs, quality, quantity, standardization, value analysis, and price trends.
5. Interviews vendors, salesmen and department heads concerning the purchase of supplies and equipment. Submits recommendations to Finance and Administrative Services Director.
6. Ensures the City has all required documents from vendors prior to use (i.e. insurance, W9).
7. Presents contracts to Finance and Administrative Services Director and Compliance and Risk Management Director for approval.
8. Maintains files of current catalogues and specifications. Ensures files are kept in accordance with Public Records Act.
9. Suggests updates to purchasing ordinance to Finance and Administrative Services Director as needed.
10. Oversees the sale of surplus property and equipment.
11. Performs such other activities as required or directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Florida Statutes related to procurement procedures and methods, including knowledge of specification writing. Knowledge of warehouse and inventory control policies and procedures. Ability to establish and maintain tact and diplomacy in dealing with vendors, associates, elected officials, department heads, and the general public. Ability to prepare written and oral reports concerning purchasing practices in the City. Knowledge of computer systems as applicable to responsibilities of role. Written and verbal communication skills.

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with a Bachelor's Degree in Business Administration or a related field. Three (3) years progressively responsible experience in purchasing.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS

None

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.
Occasional light (less than 25 pounds) lifting and carrying.
Walking.
Standing.
Driving.
Bending and kneeling.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

By signing below, I agree and understand that I must be able to perform each responsibility set forth above to continue my employment with the City.

_____ _____

Employee Name (please print) Date

_____

Employee Signature