

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB477 Purchasing Agent I
<b>POSITION #/TITLE:</b> 2608 Purchasing Agent I	<b>Adopted:</b> 06-10
	<b>Revised:</b>

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Finance-Administrative Services/Purchasing Services	<b>Manager Level:</b> Non-Manager
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 08
<b>Reports To Position #/Job Code #/JC Title:</b> 1162/NB142/Purchasing Services Manager	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Non-Exempt (Exception Hourly)
<b>Physical Demand Rating:</b> Sedentary	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment; Standard & Advanced Word, Standard & Advanced Excel
<b>Personal Protective Equipment:</b> None	

<b>General Statement of Duties</b>
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Performs entry-level purchasing activities of goods to meet the needs of city departments, which are in the best interest of the city and are in compliance with city, state and federal policies and regulations. Performs related work as required. Serves as backup for Administrative Assistant, as assigned, during his/her absence from the office.

<b>Distinguishing Features of the Class</b>
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Some leeway is granted for the exercise of independent judgment and initiative.

<b>Examples of Essential Work (Illustrative Only)</b>
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Collects and compiles entry-level purchasing assignments for division-related work, with direction/guidance from more senior Purchasing Agents or Purchasing Services Manager;  
 Prepares written departmental bid documents for goods and services;  
 Conducts formal bid openings, tabulates, analyzes, and evaluates bid results, awards bids to successful bidders;  
 When required, prepares and presents resolutions to the City Council for approval;  
 Responds to questions and serves as a resource for citywide internal customers with commodity information, bidders' lists, purchasing policies, and citywide contract information;  
 Assists internal customers with defining and describing bid specifications, statements of requirement, and statements of work;  
 Assumes responsibility for doing assigned work and meeting deadlines;  
 Attends meetings, conferences and workshops as requested;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

### **Required Knowledge and Abilities**

Some knowledge of current Purchasing Services activities in-process so that general questions can be answered with relative ease;  
Some overall knowledge of business methods, markets, and trends, particularly related to purchasing practices;  
Good understanding of basic mathematical processes;  
Good knowledge of how to research information on the Internet;  
Good knowledge of standard office procedures, practices and equipment;  
Good knowledge of Microsoft Office Suite including Word, Excel and Outlook;  
Ability to develop a thorough knowledge of public sector purchasing practices, State laws and City ordinances;  
Excellent communication skills to effectively communicate orally and in writing at all levels and to exercise tact, courtesy and firmness in frequent contact with vendors and internal customers;  
Excellent organizational skills to manage and prioritize work while handling multiple tasks simultaneously, to complete assigned purchasing tasks and overall office needs;  
Ability to gather, summarize and evaluate information;  
Ability to prepare accurate and reliable reports containing facts, analyses, conclusions, and recommendations relative to purchasing opportunities;  
Ability to learn new and complex financial software application (PeopleSoft);  
Ability to take initiative or make recommendations to produce more effective and efficient results in accomplishing the Department's goals;  
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
Ability to work cooperatively, communicate effectively, and to maintain effective internal and external customer relations to accomplish job responsibilities;  
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting, Finance, or closely related field preferred; and  
Some experience in public sector purchasing or contract management; or  
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

Introductory coursework in public procurement or contract management/administration preferred.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related materials in both electronic and hardcopy form;  
Sufficient manual dexterity, which permits the employee to operate keyboard and produce hand-written materials and notations;  
Sufficient personal mobility, which permits the employee to visit various other workstations in the City and attend a wide variety of meetings within the City and surrounding area.