

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB265 Purchasing Agent II
POSITION #/TITLE: 0869 Purchasing Agent II	Adopted: 03-99
	Revised: 06-10

POSITION DESCRIPTION

Dept /Division: Finance-Administrative Services/Purchasing Services	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 09
Reports To Position #/Job Code #/JC Title: 1162/NB142/Purchasing Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment; Standard & Advanced Word, Standard & Advanced Excel
Personal Protective Equipment: None	

General Statement of Duties

Performs the full range of purchasing activities of goods and services and for establishing contracts 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.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Collects and compiles all levels of division-related work, most with few guidelines or directions;
Determines the procurement method and prepares written departmental, city-wide and intergovernmental cooperative bid/proposal documents for goods and services;
Conducts formal bid/proposal openings, tabulates, analyzes, and evaluates bid/proposal results, awards bids/proposals to successful bidders, and prepares contract documents;
When required, prepares and presents resolutions to the City Council for approval;
Manages and administers all phases of ongoing contracts including monitoring contract performance, properly documenting and effectively resolving contract issues, and maintaining supplier relationships;
Initiates discussions and prepares required documents needed to extend or renew current contracts;
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

Ability to develop a thorough knowledge of public sector purchasing practices, State laws and City ordinances;

Good overall knowledge of business methods, markets, and trends, particularly related to purchasing practices;

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;

Good knowledge of current Purchasing Services activities in-process so that general questions can be answered with relative ease;

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;

Thorough understanding of basic mathematical processes;

Thorough knowledge of how to research information on the Internet;

Ability to prepare accurate and reliable reports containing facts, analyses, conclusions, and recommendations relative to purchasing opportunities;

Thorough knowledge of standard office procedures, practices and equipment;

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;

Thorough knowledge of Microsoft Office Suite including Word, Excel and Outlook;

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.