

City of Sallisaw
Job Description

Job Title: Purchasing Agent

Exempt (Y/N): No
Date: October, 2014

Department: Finance
Reports To: Director of Finance

SUMMARY

The incumbent is responsible procurement of supplies and services needed for the everyday operations of city business after determining funds are available for each purchase.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Issue Purchase Orders (PO's) and input into system.
2. Receive packing/shipping documents, attach to correct PO and ensure all items are received prior to payment.
3. Maintain daily log of all PO's issued including PO number, department and person issued to.
4. Attend City Council meeting and assist with any questions regarding purchases.
5. Scans and/or files purchase orders for each month.
6. Keep track of departmental spending to ensure each department is within their spending range.
7. Send out bid documents as necessary and review returned documentation to assure the best purchase is made.
8. Handle Lease Purchase Arrangements.
9. Identify needs of the city and make recommendations for purchases.
10. Communicate with vendors on a daily basis.
11. Research items to be purchased.
12. Coordinate city auction yearly.
13. Place orders for items needed by departments as requested by supervisors.
14. Run errands as needed.
15. Maintain and reconcile City insurance policies.
16. Go over bid documents with supervisors to ensure purchase made will be the most advantageous for the city.

17. Communicate with department supervisor for items needed and requested.
18. Responsible for funds and/or equipment valued at between \$5,000 and \$150,000.
19. Assist Director of Finance in tracking of capital assets
20. Performs other job duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

INTERNAL AND EXTERNAL COMMUNICATION

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand and walk; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

** A pre-employment drug test is required. Successful applicant must reside within a 20-minute response time to the city limits of the City of Sallisaw, Oklahoma.

Approved: 
City Manager

Date: 10/28/14