

CITY OF HUNTINGTON PARK

CLASS SPECIFICATION

PURCHASING AGENT

Civil Service Status: Exempt
Probationary Period: At-Will
Classification Series: Finance
FLSA Status: Exempt

Bargaining Unit: Non-Represented Employees
Approved by Civil Service Commission: 03/07/2024
Approved by City Council: 09/17/2024
Resolution No.: 2024-24

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under the general direction of the Director of Finance, this mid-management position heads the Purchasing Division of the Finance Department, supervises and manages the bidding process and purchasing of materials, supplies, equipment, and services as required by the various departments and divisions of the City; manages the disposition of surplus and obsolete equipment; and performs related and other work as needed.

EXAMPLE OF DUTIES

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

- Coordinate and manage the procurement of the City's general supplies, services, and equipment from the lowest responsive and responsible bidder when such is required by the ordinance number 698-NS as codified in chapter 5 of title 2 of the Municipal Code or subsequent regulations and procedures adopted pursuant hereto.
- Ensure complete and open competition on all purchases as required by chapter 5 of title 2 of the Municipal Code.
- Identify, evaluate, and utilize purchasing methods that best meet the needs of the City (i.e., cooperative purchasing, blanket purchase orders, contractual agreements, etc.);
- Assist Departments with research and recommendations in developing specifications. Review specifications for completeness of information to ensure that specifications are precise but not overly restrictive.
- Assist departments in evaluating vendor performance.
- Recommend revisions to purchasing regulations and policies when necessary. Keep informed of current development in the field of public purchasing.
- Prescribe and maintain forms and records needed for the efficient operation of the purchasing function.
- Act as the City's agent in the transfer and disposal of surplus equipment and materials.
- Make purchase award recommendations to the appropriate authority.
- Review and approve all purchase orders and contracts for the purchase of services, supplies, and equipment.

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- Control emergency purchases per this chapter and related regulations and procedures.
- Maintain inventory records on all capital assets purchased.
- Operate and maintain, in partnership with the Field Services Department, the warehouse and storage facilities of the City and maintain proper inventory control and records;
- Take such actions as necessary to ensure that the City obtains the needed quality in supplies, equipment, and services at the least expense.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period to perform the assigned duties successfully.

Knowledge of:

- City organization, operations, policies, and procedures.
- State and Federal laws, statutes, rules, and regulations governing procurement activities.
- City ordinances, codes, and policies related to procurement activities.
- Principles and practices of public sector purchasing, records management, and customer service.
- Principles of procurement accounting, fund accounting, and budget and contract administration.

Skills:

- Interpreting and applying purchasing standards and procedures, applicable state rules and regulations, and City policies and procedures.
- Analyzing purchasing issues, evaluating alternatives, and making decisions based on findings.
- Analyzing and interpreting contracts and technical documents
- Assessing and prioritizing multiple tasks, projects, and demands.
- Establishing and maintaining cooperative working relationships with co-workers, suppliers, and representatives from other governmental agencies.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Preparing, maintaining, and reviewing records, reports, and documentation.
- Operating a personal computer utilizing standard and specialized software.
- Effective verbal and written communication.

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Ability to:

- Handle confidential information with discretion.
- Supervise, train, evaluate, and motivate subordinate employees.
- Maintaining, reviewing, and reporting account information.
- Follow and provide oral and written instruction and information.
- Recognize and solve problems.
- Prepare accurate, clear, concise, complete, and accurate reports and schedules.
- Communicate effectively both verbally and in written form.
- Respond in a timely and accurate basis to public inquiries and complaints in a courteous and tactful manner.
- Establish and maintain effective working relationships with employees, public officials and the public in the course of work.
- Maintain professionalism in attitude, attire, relationships, work product, and confidentiality.
- Understand and interpret provisions of the municipal code, MOUs, Administrative Policies and Departmental Rules and other City Policies related to job duties.
- Foster a teamwork environment.
- Plan, organize, and prioritize work duties and assignments.
- Speak before groups of people.
- Effectively manage workplace diversity issues in a diverse organization.
- Work necessary hours and times to accomplish goals, objectives, and required tasks.
- Deal with all levels of employees and the public.
- Initiate and accomplish work on time.
- Assume responsibility for providing effective customer service.
- Assume responsibility for maintaining a safe working environment.
- Work overtime as required.
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period.

Education and Experience Guidelines – Any combination of equivalent education, training, and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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Education/Training:

- Graduated from an accredited college or university with a bachelor's degree in accounting, finance, business administration, public administration, or other related fields.

Experience:

- Minimum Four (4) years of increasingly responsible experience in the financial environment, including two years in a supervisory capacity and two years of experience in governmental accounting.

License or Certificate:

- Possession of a professional Purchasing credential such as a C.P.M. (Certified Purchasing Manager), C.P.S.M. (Certified Professional in Supply Management), C.P.P.O. (Certified Public Purchasing Officer), or C.P.P.B. (Certified Professional Public Buyer) highly desirable.
- A valid California Class C Driver's License and a satisfactory driving record.

Physical Requirements:

- Must meet approved physical and pre-placement medical standards for the position.