

CITY OF MILPITAS  
REVISED: 9/03, 07/04  
EFFECTIVE: 4/17/90  
EEOC: Official/Admin  
FLSA: Exempt  
UNIT: Mid-Mgmt/  
Confidential  
PHYSICAL: 1

## **PURCHASING AGENT**

### **DEFINITION**

To plan, organize and direct the centralized purchasing activities of the City including the purchase of materials, supplies and services; developing specifications for goods and services, requests for bids and proposals; contract administration; and to provide professional and technical staff assistance in assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Financial Services/Treasurer or the Assistant Finance Director, as appropriate.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

Plans, organizes and directs the operations of the Purchasing Division of the Finance Department.

Reviews purchase orders and requisitions for completeness of data, authorization for purchase, availability of funds and compliance with applicable regulations.

Oversees and monitors City inventory control systems including receipt, storage, inventory and issue of warehouse items and establishing adequate inventory levels of stock items.

Manages mail activities to ensure timeliness and quality of services.

Directs the preparation of reports and the maintenance of required purchasing records; prepares reports as needed for the Director of Financial Services, City administrators and City Council.

Provides technical guidance to all departments in regards to requisitioning procedures, cost and availability of goods and services, vendor qualifications and current technology.

Develops and implements purchasing standards and procedures for inventory control, requisition of supplies and solicitation of bids, and contract administration.

Acts as primary liaison with vendors, City departments, local and state agencies and the public, on issues and questions concerning purchasing, property management, state and federal procurement regulations including, affirmative action requirements.

Manages, trains, supervises and evaluates assigned personnel.

Prepares and implements division budget.

Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Knowledge of:

Purchasing principles and practices, market conditions, sources of supply, traffic procedure, and a broad variety of trade names, brands and standards.

Commodity markets, marketing practices and community pricing methods.

Federal, State and municipal purchasing laws and procedures.

Principles and practices of organization, administration, budget and personnel management.

Procurement techniques; computerized inventory control and materials management systems.

### Ability to:

Interpret laws, rules and regulations.

Negotiate and select contractors, vendors, and consultants.

Plan, supervise and evaluate the work of others.

Deal tactfully and effectively with employees, vendors and the general public.

Communicate clearly and concisely, orally and in writing.

Analyze, evaluate and modify purchasing methods and procedures.

Plan and implement technological change and automation.

License

Maintain a California driver's license.

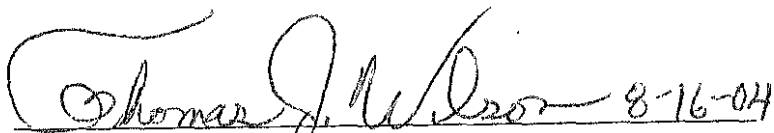
**EDUCATION AND EXPERIENCE**

A Bachelor's degree from an accredited college or university with major course work in purchasing, business administration, finance, public administration, or closely related field and three (3) years increasingly responsible experience as a buyer and /or purchasing agent in a public sector/governmental agency.

A Certificate in Purchasing issued by the National Association of Purchasing Management or other equivalent professional purchasing organization is highly desirable.

Special Requirements: *Essential duties requires the following physical abilities and work environment:*  
Ability to work in a standard office environment; repetitive keyboarding; ability to work occasional nights and/or weekends; ability to travel to various locations within and outside the City of Milpitas.

Approved by:

  
City Manager  
OK *C. Rosquist* 8/13/04