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City of Tahlequah, Oklahoma Job Description

Job Title: Purchasing Agent
Department: Administrative
Reports To: Assistant City Administrator/Mayor
FLSA Status: Non-Exempt
Grade 4

Summary Perform duties and responsibilities for the management of contracting functions for goods and services, reviewing requisitions, soliciting bids, evaluating proposals, developing specifications, and presenting contracts for approval.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- 1) Assist departments in procurements of goods and services
- 2) Review requisitions for approval
- 3) Review purchase orders for approval
- 4) Compile and maintain qualified vendor lists and bid lists
- 5) Prepare bid specifications and solicit bids or quotes
- 6) Evaluate bids for: (1) compliance with specifications and (2) the bidder's capacity to conform and comply
- 7) Recommends the awarding of contracts to the responsible bidders with the lowest and best bids or the best value bids
- 8) Establishes and maintains contracts. Exercises delegated signature and contracting authority
- 9) Performs contract administration
- 10) Advises other city departments of City Code, city regulations, and state laws relating to purchasing, bidding, and acquisition of services
- 11) Maintains an adequate filing system of closed purchase orders and bids
- 12) Arrange for the proper disposal of surplus goods
- 13) Supervises and trains subordinate personnel
- 14) Attends city council meetings, department head meetings, and other meetings, as required
- 15) Maintains and keeps accurate records of City motor pool vehicles
- 16) Check out motor pool vehicles to approved persons as needed
- 17) Other tasks and duties may be assigned to the employee as needed by the supervisor in charge and/or city administration that are not included in this job description and may/may not be in this department

Supervisory Responsibilities

Supervises any personnel assigned to the department

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.

- 1) Self motivated to be able to work individually and cooperative enough to function as part of a team.
- 2) Knowledge of procurement laws and practices
- 3) High level of integrity and honesty
- 4) Ability to establish effective working relationships with fellow employees, supervisors, and the general public.
- 5) Maintain socially accepted standards of speech and appearance while on duty.
- 6) Must be willing to adhere to all applicable rules and laws regarding safety and work in a consistently safe manner.
- 7) Ability and willingness to perform assigned work in a timely and efficient manner.

Education and/or Experience

- 1) An associate's degree, or a bachelor's degree, with an emphasis in accounting, business, or similar field
- 2) Minimum of three years experience in commercial or governmental purchasing, or equivalent experience

Language Skills

- 1) Ability to communicate effectively with fellow employees, supervisors, contractors, and vendors
- 2) Ability to read and interpret documents and procedural manuals
- 3) Ability to write bid specifications, routine reports, and correspondence
- 4) Ability to use a cell phone and hand held radio

Mathematical Skills

- 1) Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 2) Ability to apply concepts of basic algebra and geometry
- 3) Sufficient to be able to do calculations regarding bulk pricing, pricing per unit, price comparisons, analyze bids, and other math related to the purchasing of goods and services

Reasoning Ability

- 1) Recognize unsafe situations and conditions.
- 2) Ability to apply common sense understanding to carryout instructions furnished in written, oral, or diagram form.
- 3) Ability to deal with problems involving several concrete variables in standardized situations
- 4) Be able to determine when the "lowest and best bid" is not the "best value" for the city

Computer Skills

To perform this job successfully, an individual should have knowledge of :

- 1) Internet software
- 2) Order processing systems
- 3) Spreadsheet software
- 4) Word processing software

Certificates, Licenses, Registrations

Possess and maintain an Oklahoma "Class D" Drivers License during employment

Other Skills and Abilities

- 1) Negotiation skills
- 2) Problem-solving – identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions
- 3) Interpersonal skills – maintain confidentiality; listen to others without interrupting
- 4) Oral Communication – speaks clearly and persuasively in positive or negative situations; responds well to questions; participates in meetings
- 5) Written communication – writes clearly and informatively
- 6) Cost consciousness – works within approved budget; develops and implements cost saving measures; conserves organizational resources
- 7) Ethics – keep commitments; works with integrity and ethically; upholds organizational values
- 8) Attendance/Punctuality – is consistently at work and on time; arrives at meetings and appointments on time
- 9) Dependability – follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments

Other Qualifications

- 1) Must successfully complete required drug testing and physical examination per City of Tahlequah's policies.
- 2) Have and maintain a driving record sufficient to satisfy the insurance mandates placed upon the city.
- 3) Establish employment eligibility under USDOL and City of Tahlequah rules and policies.

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.

- 1) Stooping, crouching, reaching, standing, lifting, walking, typing, talking, hearing, and repetitive motions are all demanded on the job
- 2) The job is considered "Sedentary Work"
- 3) Level One visual acuity

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 worker will be subject to: both inside and outside environmental conditions, occasional weather related extreme cold and heat, but most of the work is done in an office environment