

NATURE OF WORK

This is professional procurement work obtaining goods and services for the City in accordance with purchasing regulations.

Work involves purchasing activities required to provide the goods and services requested by municipal departments. Employees of this class keep informed of market trends and price changes related to procurement needs of the City. Work is performed with some independence under the supervision of the Purchasing Administrator or Assistant Purchasing Administrator through a review of work product for conformance to work standards.

The work of this classification is distinguished from that of the Assistant Purchasing Administrator by the absence of the daily responsibility for direction of overall Purchasing services and the authoritative interpretation of purchasing regulations to individual purchasing issues. The work of this classification is distinguished from that of the Buyer Assistant by the absence of responsibility to authorize purchasing activity for the City as a professional Buyer and independently interpret purchasing regulations.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Advises city staff of purchasing regulations and procedures. Investigates procurement process irregularities.

Prepares technical and performance specifications for proposed purchases, bidding documentation, and contract documentation. Advises user departments in the preparation of specifications. Performs competitive procurement activities in strict compliance with public contracting laws, regulations and policies.

Reviews requisitions, issues purchase orders and arranges delivery of purchased goods.

Conducts bid opening procedures on behalf of the City, makes summary evaluation of proposal responsiveness to bid document requirements, oversees tabulation of bid results and announces apparent bid results to bid opening attendees. Addresses proposal and/or process irregularities with Purchasing Administrator or Assistant Purchasing Administrator.

Acts as Contract Administrator for the annual procurement and on-going administration of many City-wide requirements for goods and services such as copiers, computer maintenance services, office supplies, cellular telephone services, paging services, etc. Solicits Department feedback on current vendor performance, coordinates issuance of proposals for goods and services, acquires purchasing documentation from Departments, and notifies

Departments of vendor sources and methods to access goods and services. Investigates prices and quality of equipment and materials. Provide technical advice to City staff on sources of commodities.

Maintains records pertaining to items purchased, cost, delivery, product performance and inventory. Discusses defects of purchased goods with quality control or inspection personnel to determine source of trouble or obtain credit or replacement materials.

Works with Departments on proposals for public improvements, acquires technical specifications for project, schedules procurement deadlines, assists in arranging for vendor tours of public improvements needed, assures proof of insurances are provided by selected vendor. Assists the Department with change orders, stop work orders, modifications to contract requirements.

Prepares and processes surplus and found property for disposal in strict compliance with policies and procedures. Determines what items go out to State of Oregon stores and what items will be offered at City auction, may physically move office equipment and other materials for proper disposal. Coordinates auctioneer service contract for City, coordinates disbursement of surplus property, prepares all documentation for disposal of City property.

Reviews purchasing documents for computer systems, communication equipment, fleet vehicles, auto parts and other technological equipment for specification irregularities such as specifications that would indicate proprietary preferences which inhibit the intent of purchasing procedures or incomplete information which could delay the procurement process.

Reviews, analyzes, arbitrates or mediates procurement complaints and resolves problems.

Performs other related work as required.

WORK QUALIFICATIONS

Considerable procurement experience involving goods and services; college level course work in business administration; public administration or a related field; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of government purchasing methods and procedures; Oregon State Statute (ORS) 279, and the City's regulations governing purchasing activities.

Considerable knowledge of a wide variety of services, materials, equipment, supplies, including, but not limited to maintenance, construction, office, auto parts, heavy equipment, fleet vehicles, electronic components, communications equipment, and supply sources.

Considerable knowledge of centralized financial information management systems involving municipal purchasing transactions and contract payments.

Skill in utilizing modern office equipment including personal computers and modern office procedures.

Considerable ability to work independently and prioritize work requests efficiently, to manage multiple projects, accommodate changing priorities and meet deadlines.

Considerable ability to exercise good judgement, courtesy and tact in public contacts and City staff and in utilizing initiative and resourcefulness in making proper disposition of purchasing inquiries.

Considerable ability to work effectively with municipal personnel, vendors, and the public.

Ability to express oneself clearly and accurately both orally and in writing.

Ability to acquire a knowledge of City operations.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work is generally performed in an office setting with some assignments involving warehouse work. Work is performed during regular office hours. Mental concentration is required sufficient to review a variety of technical specifications and related purchasing documents for irregularities or incomplete information, to manage multiple priorities, cope with interruptions and changing priorities, and utilize a personal computer to prepare a variety of formal documents and communications to others. Work involves meeting a variety of deadlines and coordinating the processing of a variety of formal documents and informational communications to City Departments. Work involves telephone contact and personal contact with a variety of vendors and State employees. Some assignments involve working at a warehouse involving traveling to the location, working alone moving awkward equipment which may be dirty or damaged onto pallets and working at a facility with concrete floors, low lighting and limited climate control.

Personnel Director