



Human Resources
City of Middletown
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May 23, 2018

PURCHASING AGENT

City of Middletown

Seeking a qualified individual to fill the position of Purchasing Agent. Position is responsible for bid preparation specification writing for the purchase of materials and equipment for City Departments and to review specifications to ensure open, equitable opportunities for competitive purchasing. **Requirements:** Graduation from an accredited four-year college or university with major course work in business administration, accounting or a related field; and experience in purchasing, accounting, or a related field. Starting salary: \$47,212 to \$51,104 annually plus benefit package. Please send resume to City of Middletown, Human Resources Division, One Donham Plaza, Middletown, Ohio 45042 or to jobs@cityofmiddletown.org by 5:00 p.m. Friday, June 22, 2018. Please visit our website at www.cityofmiddletown.org. EOE/Drug-free workplace.

CITY OF MIDDLETOWN

Position Description

Position Title: Purchasing Agent
Department/Division: Finance/Purchasing
Reports To: Finance Director
Classified or Unclassified: Unclassified
Exempt or Non-exempt: Exempt
Union or Non-union: Non-union
Salary Range: 181/255
Civil Service Approval: N/A

Position Summary

This is highly responsible specialized work in the purchase of materials and equipment. The Purchasing Agent is responsible for all purchasing procedures including bids, requisitions, purchase orders, and accounts.

The City Purchasing Agent must maintain an on-going knowledge of all applicable state and local laws, rules and regulations, along with City Charter requirements and constraints to assure that the procurement function is performed within these limits and must demonstrate, at all times, personal and professional integrity and ethical conduct. This position shall be responsible for bid preparation specification writing for the purchase of materials and equipment for City Departments and to review specifications to ensure open, equitable opportunities for competitive purchasing. The Purchasing Agent collaborates with all City departments to research and report market conditions, technical developments, market trends and supply conditions that could affect operations. This position meets with vendors to discuss material and equipment requirements and meets with department representatives to discuss supplies and orders.

Performs other related work and special projects under the direction of the Finance Director.

This position requires moderate physical exertion. Most of the job is spent sitting, with occasional bending, and some lifting (less than 25 pounds). Certain coordinated finger/limb movement must be performed during the regular work routine. Mature speech and hearing skills are required for telephone contacts and personal contacts. Clear vision is required for use of the computer terminal, for auditing, and posting changes to taxpayer information.

Position Qualifications

1. Graduation from an accredited four-year college or university with major course work in business administration, accounting or a related field; and experience in purchasing, accounting, or a related field; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.
 - a. Knowledge of municipal purchasing laws, regulations and procedures
 - b. Ability to communicate effectively, both orally and in writing.
 - c. Ability to operate calculators, computers and other office equipment and software required by the nature of the assignment.

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- d. Ability to establish and maintain working relationships with others; must be able to work with vendors in a professional working relationship.
- e. Must be bondable.

Duties and Responsibilities (For Performance Appraisal)

1. Purchasing

- a. Prepare all bids and RFPs for the City and maintain vendor file for bids.
- b. Verify and electronically approve all Purchase Orders ensuring all requirements, rules and regulations are met.
- c. Analyze all bids to ensure the product meets required specifications and all state and local policies, rules, procedures, laws and regulations relating to the purchase of equipment and supplies.
- d. Enforce purchasing policy and procedures in compliance with the City Charter .
- e. Develop specifications, solicit bids, and prepare contracts for purchases.
- f. Advise and recommend to the Finance Director and City Manager when a bid waiver would be appropriate.

2. Communications

- a. Work cooperatively with colleagues, departments, and vendors.
- b. Act as liaison with vendors and departments.
- c. Develop and maintain contacts with various colleagues in other municipalities, vendors, contractors and representatives of other procurement activities.
- d. Regularly attend proper Purchasing associations meetings to keep current on industry standards.
- e. Answers email and telephone inquiries in a timely manner.
- f. Effective use of appropriate computer software and hardware.

3. Miscellaneous

- a. Maintain file system for bids, quotes, proposals, and general office information.
- b. Provide Staff Reports to City Manager for City Council approval. Attend Council meetings in absence of Finance Director when necessary.
- c. Aid in the procurement of insurance coverage and claims resolutions involving liability and property insurance.

4. Perform related work as required by supervision.