



JOB DESCRIPTION

Title: **PURCHASING AGENT/ DEPUTY RECORDER**
Department: Finance & Administration
Class Code: 1905
FLSA Status: Exempt
Effective Date: November 1, 1987 (Rev. 01/2021)

GENERAL PURPOSE

Under the broad supervision and direction of the City Recorder, provides advanced level technical and professional administrative duties designed to expedite the purchasing and recorder processes.

ESSENTIAL DUTIES

- Acts as the City Recorder in their absence.
- Provides back up support to City Recorder including taking minutes from City Council meetings, fulfilling GRAMA request, and postings public notices to the City and State websites.
- Administers the purchasing ordinance and recommends changes thereto. Initiates purchasing policies for the guidance of personnel in their dealings with suppliers, the public, and other departments of the city. Conducts ongoing training for city personnel assigned purchasing responsibilities within their departments. Establishes and administers a system of reporting non-compliance of purchasing policies to management.
- Works with department heads and other city personnel in acquiring needed materials and verifying that budget funds are available. Aids in the development, preparation and public notice announcements of specifications for the purpose of issuing requests for quotations, proposals, bids, etc.
- Assists in soliciting and receiving requisitions for dollar amounts in excess of \$5,000 and uses qualitative and quantitative techniques to analyze each item for quantity, specifications, and delivery requirements; develops and investigates sources of supply; and issues request for quotations, proposals, or formal bids.
- Receives requisitions from departments and reviews them to ensure that proper purchasing policies and procedures are followed.
- Conducts formal public bid openings and attends pre-bid conferences to assist requesting departments, architects, engineers and/or bidders with purchasing issues.
- Manages the city's purchasing card system, including issuance of cards to employees upon proper authorization, obtaining and compiling monthly credit card statements, acting as the primary liaison between the city and the issuing financial institution, establishing and updating purchasing card policies and procedures, updating annual authorization purchasing limits, and establishing a system of reporting non-compliance of procedures to management.
- Oversees the city's surplus program. Directs the disposal or negotiates the sale of surplus, worn out, or obsolete equipment, supplies, or materials in accordance with the Utah State code.

- Answers questions from the public relating to records, purchasing and other department matters.
- In coordination with the City Recorder, establishes and maintains a computerized tracking system for contract administration. Standardizes city-wide contracts, determines if bonds are required and offers clause options with assistance of the City Attorney.
- Assists with processing passport and special event applications.
- Assist with municipal elections, including early voting.
- Performs official notarial acts within the state to include acknowledgments, copy certifications, jurats, and oaths or affirmations; administers oaths to City officials.
- Maintains active membership in national and local associations to keep current on trends and innovations and to develop professionally.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a bachelor's degree in business administration, public administration, accounting, finance or any related field and three (3) years of experience related to purchasing and/or mid-level administrative support in local government, or any equivalent combination of education and experience.

Special Requirements

- Must be certified passport agent through U.S. Department of State within one (1) month of hire.
- Must be certified records officer through Utah Division of Archives and Records Service within two (2) months of hire.
- Must be able to become a Notary Public within six (6) months of hire date.
- Successful candidate will be requested to begin actively pursuing a Certified Municipal Clerk (CMC) certificate through International Institute of Municipal Clerks (IIMC) within six (6) months of hire date.
- Successful candidate will be requested to begin actively pursuing a certification through NIGP of a CPPB, CPPO, and/or CPP within one (1) year of being hired.

Necessary Knowledge, Skills and Abilities

- General knowledge of Federal, State and local laws pertaining to purchasing, records, licensing, contract administration, facilities and GRAMA request rules and procedures.
- Working knowledge of purchasing and requisitioning methods, practices and procedures; working knowledge of inventory control practices and procedures; working knowledge of contract administration, some knowledge of records and facilities; some knowledge of basic accounting procedures; working knowledge of data and word processing systems.
- Able to deal with the public under stressful circumstances in a fair, calm and understanding way and obtain positive results.
- Ability to compare received materials and equipment and supplies with prescribed specifications; ability to prepare routine and moderately complex specifications.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, department heads, and the public.
- Ability to direct the work of others.
- Ability to deal with vendors in a business-like manner fostering ethical and equitable standards.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets and database software; 10-key calculator; phone; copy machine; fax machine.

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.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to walk; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____