

CLASS TITLE: PURCHASING SERVICES COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for coordination, development, and training of computerized purchasing systems and a system for annual contract renewals; performs normal purchasing functions and complex buying functions; and performs other related assigned duties.

ESSENTIAL TASKS:

- Negotiates major annual purchasing contracts and renewals for all City departments
- Coordinates the development and use of a computerized purchasing system
- Develops and maintains a tracking system to account for all requisition lines
- Develops and maintains purchasing system skills to create additional useful reports
- Trains other departmental personnel in the use of purchasing system
- Monitors purchasing system for opportunities to improve level of service
- Assists with difficult bid specification development and procurement activities
- Acts as Purchasing division's local area network (LAN) manager
- Supervises City-owned surplus disposal operations
- Maintains and transfers titles to surplus vehicles sold
- Acts as Purchasing Agent during supervisor's absence
- Serves as Finance Department's representative to the SSA Committee
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in purchasing management, business or public administration, or related field, and three (3) years of progressively responsible experience in purchasing; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of purchasing practices and procedures; comprehensive knowledge of procurement practices and resources; comprehensive knowledge of modern office practices and procedures; and considerable knowledge of statutes, charters, and ordinances as they relate to public purchasing. Ability to plan, organize, and review the work of a small staff performing purchasing work; ability to prepare specifications for volume purchases of equipment, materials, and services; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting, carrying, pushing, and pulling up to 50 pounds; may be subject to walking, standing, sitting, reaching, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2599

EEO Code: N-02

Pay Code: AT-36

Group: Fiscal

Series: Purchasing and Stores

Effective date: December 1, 2000