



## JOB DESCRIPTION

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**TITLE:** Purchasing Agent  
**DEPARTMENT:** Finance  
**GRADE:** 16  
**FLSA:** Non-Exempt  
**EEO DESIGNATION:** Professionals  
**REVISION DATE:** 5/2/2017

### **POSITION SUMMARY**

Under the supervision of the Finance Director or Assistant Finance Director, coordinates purchasing services for the City of Draper and all its departments in compliance with all laws and ordinances governing purchases by government entities.

### **ESSENTIAL FUNCTIONS**

- Supervises City procurement system, as directed.
- Processes requisitions, purchase orders and change orders on a timely basis and in compliance with City policies and ordinances.
- Provide control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the City.
- Prepares invitations for bids (IFBs) and requests for proposals (RFPs) on a timely basis and in compliance with City policies, City ordinances and State of Utah law.
- Maintains a complete and accurate database of purchasing transactions.
- Monitors assigned contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process if applicable.
- Recommends amendments to City purchasing policy when warranted.
- Coordinates purchasing process with departments, correcting and reporting non-compliant purchases and training when needed.
- Assists in the development and maintenance of the surplus property program.
- Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Business Management, Economics, Finance or a related field and three years of experience in a procurement-related field. An equivalent combination of education and experience may also be considered. Experience using the state bid system (SciQuest) is preferred. A valid Utah Driver's License is required.



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### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Must be able to balance multiple conflicting priorities and make recommendations and decisions concerning priorities.
2. Ability to collect, organize, and analyze often complex information and convert it into clear, concise reports, to carry out statistical functions; and to apply word processing, spreadsheet, presentation, database, e-mail/scheduler, and other personal computer applications.
3. Must be able to communicate effectively both orally and in writing.
4. Ability to establish and maintain effective relationships with vendors and City departments.
5. Ability to read, interpret and evaluate specifications for completeness and to assist in revisions as needed.
6. Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

### **WORKING CONDITIONS:**

Generally comfortable conditions. Person in this position is also required to work at a computer station for periods of time during the work day. Various levels of mental application required, i.e., memory for details, discriminating thinking and creative problem solving. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, jump, and the physical mobility to negotiate around different types of physical locations throughout the City. This position requires the employee to periodically drive a City vehicle. Considerable exposure to stress as a result of human behavior and interaction with employees, vendors, contractors, and the public. Work is often performed under deadlines and time constraints.

*The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.*

*The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.*