

Career Service Authority

Senior Procurement Agent

Revised Date 2-1-00
Revised By Don Braden
FLSA Code 2 Professional
Est. Date

General Statement of Duties

This is full performance, professional purchasing work obtaining goods and services of all types by applying professional public purchasing standards and applicable City laws, policies and procedures.

Job Responsibilities and Knowledge, Skill, and Ability Requirements

1. Evaluates and reviews purchasing specifications for one-time and term bids to determine the method of procurement; consult with internal customers; and select a list of qualified bidders.
 - *Knowledge of the public purchasing process and of procurement specifications sufficient to be able to prepare competitive solicitations.*
2. Works with vendors to verify price quotations, obtain product information and confirm proper bonding, liquidated damages and insurance provisions.
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Skill in researching and applying liability and providing suitable risk coverage for services or commodities being purchased.*
3. Develops and writes non-discriminatory bid and contract terms and conditions and ensures that bonding, licensure, insurance, specific performance and other bid terms and conditions are maintained for the life of the contract.
 - *Skill in researching and applying liability and providing suitable risk coverage for services or commodities being purchased.*
4. Mediates agency and vendor disputes, facilitates timely vendor payments and prepares notices of vendor default and termination.

- *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
 - *Skill in presenting explanatory or interpretive information.*
 - *Skill in cost/benefit analysis.*
5. Awards purchase orders, one-time specialty bids, annual requirement contracts, and authorizes emergency procurements.
- *Skill in processing bids, purchases and contracts in a timely manner.*
 - *Skill in analyzing and researching requests for a variety of commodities and services.*
6. Analyzes sole-source, professional preference and other bidding exception requirements and recommends approval or disapproval.
- *Skill in analyzing and researching requests for a variety of commodities and services.*
7. Explains the procurement process to agency staff, including approval of specifications, introduction of new vendors and products, and procedures training.
- *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*
8. Conducts vendor site visits and evaluates vendor capability and references.
- *Knowledge of requirements placed on vendors for City purchasing sufficient to be able to evaluate vendor capabilities and references.*
9. Communicates procurement status to agencies and vendors and develops bidder and commodity databases and other sources of relevant information.
- *Knowledge of computer hardware and software sufficient to be able to develop databases and other sources related to the work assignment.*
 - *Skill in utilizing the principles and practices of effective and persuasive communications to elicit and/or present explanatory or interpretive information.*

- 10. Independently represents the Purchasing Department to City-wide committees and community groups affected by purchasing policy and by the procurement process. Chairs evaluation committees and provides legal and procedural guidance to ensure a professional process.
 - *Skill in utilizing the principles and practices of effective and persuasive communications to provide explanations and advice about the procurement process.*
 - *Skill in the issuance and evaluation of Requests for Proposal for the goods or services being purchased.*

- 11. Some positions may direct and coordinate the disposition of City surplus personal property by providing public information, auctions, sealed bids, direction to assigned professional staff and supervision of warehouse clerical staff.
 - *Skill in utilizing the principles and practices of effective and persuasive communications to provide explanations and advice about the procurement process.*

- 12. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

May perform lead work on a job-by-job or rotating basis.

Guidance and Decision Making

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guidelines in order to interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in unprecedented situations. Work assignment is performed within an established framework under general instructions. Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated. Completed work is generally reviewed for soundness of judgment, conclusions, adequacy and conformance to policy.

Interpersonal Communications	Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered or presented.
Physical Demands	Sitting: remaining in the normal seated position. Lifting: raising or lowering an object from one level to another. Fingering: picking, pinching, or otherwise working with fingers. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving the nature of sounds by the ear. Eye/hand/foot coordination: performing work through using two or more.
Physical Strength	Lifting: Raising or lowering an object up to 10 pounds.
Vision Requirements	Near Acuity: ability to see clearly at 20 inches or less. Accommodation: ability to adjust vision to bring objects into focus.
Mental Demands	Mathematical Reasoning Memorization Oral Comprehension Spatial Orientation Written Comprehension
Working Conditions	Subject to many interruptions Pressure due to multiple calls and inquiries
Minimum Education	Baccalaureate degree in Business or Public Administration, Management or a related field.
Minimum Experience	Three years of professional procurement experience in large-scale governmental or commercial purchasing (1000 employees plus \$50M in annual purchases).
Equivalency	A Master's Degree may be substituted for one year of the required three years of professional experience