

## **Purchasing Agent**

### **Nature of Work**

This is very responsible supervisory, accounting and purchasing work involving responsibility for all purchasing activities for \_\_\_\_\_ County Government in accordance with the County Purchasing Law of 1957 under TCA 5-14-101 act. Activities associated with the position include providing administrative guidance and support to all \_\_\_\_\_ County departments regarding the procurement authorization for all supplies, materials, equipment, commodities, services, professional services, leases/rentals, contracts, construction/renovation and public works projects as well as the disposition of real and/or personal surplus property. Additional activities include administering and negotiating all procurement authorizations and researching, interpreting and adopting relevant standards and regulations. The incumbent also assists in resolving disputes between department heads, vendors, and suppliers and supervises the activities of all administrative and accounting support staff. Job responsibilities require extensive knowledge of purchasing and procurement methods and practices, working knowledge of accounting, experience dealing with state and federal funds, unquestionable integrity, strong interpersonal, organizational and decision making skills, considerable supervisory experience and dedicated attention to detail. Job performance is evaluated by the County Commission and County Mayor through review of the incumbent's knowledge and expertise in purchasing and procurement activities, accuracy and thoroughness of all financial transactions and purchases, ability to meet deadlines and reporting requirements, cost containment efficiencies, and the ability to interact effectively with co-workers, local officials and department heads. Job duties are also subject to audit by independent auditors and the State of Tennessee.

### **Illustrative Examples of Work**

- Provides administrative guidance and support to all \_\_\_\_\_ County departments regarding the procurement authorization for all supplies, materials, equipment, commodities, services, professional services, leases/rentals, contracts, construction/renovation and public works projects as well as the disposition of real and/or personal surplus property.
- Ensures compliance with applicable local, state and federal laws, regulations, policies and procedures.
- Administers, extends, terminates, negotiates and re-negotiates all procurement authorizations including state and federal grants pertinent to the operations of \_\_\_\_\_ County government.
- Researches, interprets and adopts relevant standards, regulations, guidelines and requirements for all purchasing activities.
- Countersigns invoices for payments of any/all commodities, services, contracts, wages or other incurred expenditures.
- Participates, coordinates, bids, negotiates and administers local, state and federal grant funded procurement transactions for the County as well as interlocal concurrence with cities, historical associations and other such affiliates dependent upon \_\_\_\_\_ County for grant funding assistance; works with state and federal officials to ensure grant compliance; determines awards in accordance with the guidelines; authorizes all commodities and services, change orders,

payments and final acceptance and maintains records for public review and audit.

- Prepares bid forms and faxes to fuel vendors to obtain quotes for gasoline/diesel for the Central Maintenance Department, awards the bid to the vendor and issues a purchase order for fuel.

- Seeks legal counsel from the County attorney when deemed necessary and recognizes and addresses illegal and/or unethical business practices or situations.

- Participates in the development of policies and procedures relating to the purchase of supplies, materials, equipment, commodities and contracting for services, professional services, leases/rentals, construction/renovation and public works projects; makes recommendations and adopts changes to improve existing standards, policies and procedures; ensures compliance with government regulations.

- Interviews, selects and hires staff; provides and coordinates staff training; monitors workloads to identify potential bottlenecks; works with employees to correct deficiencies; evaluates employee performance and initiates changes to improve processes.

- Establishes schedules and methods for providing assigned services; identifies resource needs; reviews needs with appropriate management; allocates assignments; monitors work activities and ensures compliance with policies and procedures.

- Researches open market by means of experience, reputation, price trends, market conditions, trade shows, conferences, catalogs and internet access; evaluates commodity selection, quality, availability, service support, reliability and product development criteria.

- Designs, develops and implements various forms and documents for the purpose of procurement transactions and other operational record keeping.

- Advises and provides specialized information and assistance to all County departments regarding purchasing activities, purchasing procedures, changes in policies and the procurement/credit card policy.

- Reviews requisitions and other related documents for completeness, accuracy, authorization for purchase or payment, availability of funds and compliance with all procurement policies and procedures.

- Administers formal/informal requests for competitive priced proposals, bids and/or priced quotes; evaluates responses to conclude specifications compliance and makes purchase awards in accordance with procurement policies, procedures and regulations.

- Administers, negotiates, coordinates and maintains all contracts for commodities, services, professional services, leases/rentals and construction projects.

- Mediates and resolves issues regarding specifications, bids, proposals, offers, requisitions, agreements, contracts, deliveries, invoices and other associated matters.

- Participates in the development, negotiations, procurement solicitations and contract implementation of health, life, dental and other related employee benefits.

- Participates in the development, negotiations, procurement solicitations, and contract implementation of liability insurance policies and other risk management administration contracts.

- Negotiates and administers fuel purchases for County owned tanks based on rack pricing from designated terminals; negotiates and administers contracts for fuel purchased from various station locations within the County for use in County owned fleet vehicles.

- Reviews, coordinates and administers procurement from GSA and SWC contracts, based on availability and cost effectiveness of commodities and/or services offered to local government.

-Participates with other government entities regarding collaborative purchasing efforts and implements efforts when cost effective.

- Issues and authorizes all local, state and federal tax exemption certificates and related authorization documents.
- Develops and implements an active trade reference (vendor) file; maintains signed, written agreements and electronic database.
- Maintains a database of all procurement transactions and vendor performance history; monitors and manages purchase order and term contract encumbrances.
- Maintains accurate records, documents, blueprints, maps and other related data of all procurement transactions, services, professional services, leases/rentals, contracts and construction projects as well as disposition of real and/or personal surplus property for a minimum of 10 years (infinite for construction projects).
- Administers, organizes, implements and distributes all credit cards used by County employees in compliance with the County Credit Card Procurement Policy; maintains master listing of users; maintains files of signed employee agreements.
- Coordinates and administers purchases, operational compliance, maintenance and warranties of County communications/electronic equipment and systems; communicates problems, concerns and disruptions with suppliers; maintains written work order schedules and dated complaint files.
- Evaluates actual values and negotiates trade-in allowances regarding obsolete equipment, vehicles and/or other materials considered for trade.
- Maintains a master listing for all title County fleet and equipment; maintains original, certified vehicle/equipment titles in a fire proof safe.
- Schedules bid dates/times, publicly opens bids, authorizes contractual agreement, issues notices to proceed, authorizes change orders and verifies/authorizes payment requests to the contractor or service provider.
- Administers, coordinates, performs and authorizes used purchases or surplus property trades from another government entity, disposition of tangible surplus personal property, disposition of real surplus property, disposition and exemption of unsalvageable surplus personal property.
- Conducts public auction disposition for all tangible surplus personal property and real surplus property; prepares and administers sealed bid disposition of certain surplus property if considered more advantageous than public auction disposition.
- Conducts vendor focused "how to do business" presentations and seminars; prepares and distributes information and guidelines reference County procurement methods.
- Participates and attends departmental meetings, standing committee meetings and other related meetings as directed by the County Mayor and County Commissioners to present requests, designs, plans proposals, budgetary figures and other related strategies for information, guidance, support and/or approval.
- Performs related duties as required.

### **Necessary Requirements of Work**

Graduation from an accredited four year college or university with a B.A. Degree in Business Administration, Public Administration, Accounting, or closely related field; thorough experience in purchasing and procurement activities and governmental accounting; strong interpersonal, organizational and decision making skills; ability to maintain a high degree of accuracy and attention to detail; considerable understanding of computerized accounting applications; ability to perform multiple tasks simultaneously; supervisory experience; or any combination of

education or experience to provide the following knowledge, abilities and skills:

- Extensive knowledge of the purchasing and procurement rules and regulations contained in TCA 5-14-101 and the State of Tennessee 1957 Act governing the \_\_\_\_\_ County Purchasing Agent.
- Extensive knowledge of purchasing and procurement policies and procedures for \_\_\_\_\_ County Government as adopted by County Commission.
- Thorough knowledge of the \_\_\_\_\_ County Finance Department operations including fund accounting, chart of accounts, accounts payable and accounts receivable.
- Thorough knowledge of financial regulations and reporting requirements associated with grant-funded programs (i.e. FEMA, CDBG. etc.).
- Thorough knowledge of federal, state, and local governmental accounting practices and procedures (including GAAP and GASB accounting guidelines).
- Thorough knowledge of computerized accounting and purchase order software programs including data base management, word processing and spreadsheet applications.
- Thorough knowledge of the structure and financial interface of \_\_\_\_\_ County Governmental offices and departments.
- Thorough knowledge of the operations, procedures, services and activities of public procurement including competitive bidding methods, preparation, research, solicitation, evaluation and award processes to ensure compliance with specifications.
- Thorough knowledge of market sources and suppliers for commodities and services utilized by governmental entities.
- Thorough knowledge of the principles, practices and techniques associated with contract administration and negotiation.
- Thorough knowledge of the principles, practices and techniques associated with municipal records, grants and budgets.
- Thorough knowledge of the methods, means and practices of deliveries, warehousing and inventory control.
- Thorough knowledge of auditing procedures and protocols.
- Considerable knowledge of effective supervisory techniques and practices including the selection, evaluation, motivation and discipline and/or discharge of staff.
- Ability to prioritize daily, weekly, and monthly activities to meet all established deadlines and reporting requirements.
- Ability to maintain all work related documents, ledgers, and records in an organized and accessible manner.
- Ability to analyze complex issues, evaluate alternatives and reach sound conclusions and research, analyze and evaluate new product markets.
- Ability to effectively negotiate cost effective contracts based on quality, competence, integrity and price.
- Ability to manage multiple projects simultaneously; work under pressure to comply with varying deadlines and priorities and work cooperatively with County departments, officials, governing boards, outside agencies and vendors.
- Ability to maintain effective working relationships with those contracted in the course of work related duties and communicate clearly and concisely in both oral and written form.
- Ability to effectively supervise and direct the activities of departmental staff.
- Ability to maintain detailed records of all monetary and purchasing transactions.
- Ability to interact in a considerate, tactful, and professional manner with co-workers, local

officials, school system personnel, and the public.

- Skill in the use of contemporary office equipment including calculators, FAX machines, copiers, computer terminals, and multi-line phone systems.

- Skill in the use and application of accounting software packages including data base management, word processing, and spreadsheet applications.

### **Necessary Special Requirements**

Possession of a valid Tennessee Drivers license and the ability to be insured at standard vehicle liability rates.

\_\_\_\_ County Government  
FLSA – Exempt (Administrative)  
04/15/2010