



# Job Description

## Purchasing Agent I

Pay Grade: G07

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:** 6 months to five years of experience with buyer functions or related experience.

**Minimum Education Requirements:** Associate degree in Business Administration or a related field.

**Department:** Financial Services

**Direct Supervisor:** Purchasing Agent II

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting

**Certification:** Valid State of Florida driver's license. CPPB/ CPPO or NIGP-CPP designation preferred.

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**Job Summary:** Supports Purchasing Division in progressively responsible, specialized work in the field of centralized purchasing of all types including the review and processing of formal bids, requisitions, purchase orders, and bid specifications. Communicates with vendors and internal staff regarding pricing, specifications, and delivery. Reports directly to Purchasing Agent II.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Develop routine bid documents, requests for quotes, and assist in contract drafting.
- Conduct vendor communications (pricing, availability, delivery).
- Review requisitions for compliance with policies before submission to Agent II.
- Assist departments with commodity specifications, vendor sources, and standard supplies.
- Ensure insurance documentation and compliance requirements are met.
- Process routine purchase orders, as delegated by Purchasing Agent II.
- Respond to public information requests, as assigned by City Clerk.
- Monitor City Council awards of formal solicitations, delegating actions for establishing new vendors, obtaining ins certificates, and preparing award letters.
- Conduct fiscal year-end closeouts and support surplus property disposal.
- Mentor and oversee the Purchasing Coordinator's workload and output when delegated by Purchasing Agent II.
- Cross-train for tasks, including conducting bid openings, as assigned by Purchasing Agent II.
- Perform other duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:



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---

### Knowledge

- Purchasing principles, methods, and procedures, including knowledge of Federal, State and local legal requirements governing City purchases.
- Sound business methods and practices as they relate to development and maintenance of inventories, records management, and procurement.
- Internal controls for inventory commodities and non-capital assets.
- City's accounting process and how it interrelates to the purchasing system.
- Automated purchasing and inventory systems.

### Skills

- Strong written and oral communications and relational skills.
- Proficient in Word, Excel and Outlook – mid-level or better.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, and copier.

### Abilities

- Work independently on assigned tasks.
- Make recommendations for and against staff requests, with the ability to be firm but respectful to associates.
- Perform a certain amount of lifting and related physical exertion in moving inventory items.
- Work rapidly and accurately with both verbal and numeric data.
- Make decisions within established purchasing policies and procedures.
- Work with existing and create new spreadsheets.
- Establish and maintain effective working relationships with department officials and vendors.

### Physical Demands

The work is medium work which requires exerting up to 50 pounds of force occasionally and/or up 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand (s) and arm(s) in any direction.



## Job Description

### Purchasing Agent I

Pay Grade: G07

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- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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## Job Description

### Purchasing Agent I

Pay Grade: G07

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date