PURCHASING AGENT - TMFPD

DEFINITION

Under direction, performs complex professional purchasing and contract development functions in conjunction with the acquisition of standardized or specialized materials, supplies, services and equipment; analyzes and develops technical specifications; supervises professional and technical buying staff; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s Degree from an accredited college or university in Business Administration or a closely related field, plus four years of professional experience in a centralized purchasing organization including large scale buying, specification writing, contract development and administration; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) preferred.

SUPERVISION EXERCISED

None

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Administer formal and informal bid processes for the District by preparing bid documents with terms, conditions and specifications for products or services; advertising for bids or proposals; opening submitted bids in a public forum; evaluating proposals submitted by vendors and making recommendations for award to the Fire Chief or Board of Fire Commission.

Prepare and review unique or complex specifications, terms and conditions for a variety of goods and services including heavy equipment, fire equipment and professional services.

Review contracts and buying recommendations developed by staff to confirm the accuracy and plausibility of the terms, conditions and specifications.

Provide administrative support to the District by answering correspondence; composing letters, memoranda and reports pertaining to policies and operations; represent the District at meetings with other County departments, outside agencies and others as necessary.

Prepare complex contracts, developing terms, conditions, and specifications which comply with guidelines from Risk Management and legal counsel; review contents with the Fire Chief and other concerned parties.

Negotiate complex and technical contracts.

Provide statistical data reporting for the Fire Chief for reporting to the Board of Fire Commissioners and other outside agencies.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:
Organizational structure of the District’s programs and functions.

District policies, practices and procedures, including purchasing policies, methods and procedures associated with a centralized purchasing system.

Laws, rules, regulations and standards applicable to the development and administration of contracts and the bidding process.

Comprehensive knowledge of markets, products and services.

Countywide personnel policies, such as affirmative action, sexual harassment, EEO and discrimination.

Terms and acronyms commonly used in the assigned function.

Management information systems and software used in the assigned area.

Ability to:
Understand the organization and operation of the Fire Districts as necessary to assume assigned responsibilities.

Entry Level (Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)

Knowledge of:
Techniques, practices, systems and procedures of a centralized purchasing system, including contract development and controlled purchasing procedures.

Legal standards applicable to the development and administration of contracts.

Practices used in inventory management, billing and record keeping.

Standards used in setting industry pricing and discount practices.

Formal and informal bidding processes and procedures.

Market conditions, current business developments and economic trends.

Ability to:
Gather, organize and analyze information and data; identify problems; project consequences of proposed actions; recommend effective solutions and take appropriate action.

Interpret and apply pertinent laws, rules, regulations and standards, including administrative and District policies and procedures.

Develop and negotiate terms, conditions and specifications for a variety of performance contracts and service agreements.

Plan and organize work to meet schedules and timelines.

Write bid documents, purchasing specifications, service agreements, performance contracts, correspondence, memoranda, reports and other documents.
Maintain confidential data and information, including purchasing records.

Communicate in a clear and concise manner, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment  
Ability to lift and move objects weighing up to 25 lbs.  
Ability to use office equipment including computers, telephones, calculators, copiers, and FAX machines.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*