

## CITY OF MARGATE, FLORIDA JOB DESCRIPTION

### **JOB TITLE: PURCHASING SPECIALIST (Job Code 737)**

---

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs technical and clerical processing functions for the Purchasing Division of the Finance Department. Incumbent generally performs work of a skilled nature in the processing of purchase requisitions, purchase orders, maintenance of all purchasing files including city-wide capital inventory records, vendor accounts and insurance files. Incumbent assists departments in the use of the HTE computer based system, and assists with the acquisition of needed supplies, equipment, and services for the Finance Department. Incumbent is responsible for updating purchasing information to the City's website.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Makes telephone contact with vendors and city personnel regarding purchasing-related issues.

Assists departments with minimum specifications and requirements for obtaining both verbal and written quotations as required.

Expedites purchase orders and works with suppliers to ensure that all delivery requirements are met.

Works on special project-oriented assignments with a measure of autonomy after receiving initial directives from supervisor.

Attends off-site purchasing and professional organization-related meetings when required.

Monitors the Purchasing-related activities of user departments and reports unusual trends to staff or Purchasing Manager.

Reviews purchasing requisitions for inaccuracies or omissions in requisitions that may lead to order fulfillment errors, and alerts staff or Purchasing Manager as needed.

Answers general questions about solicitations (i.e. due date, budget, submittal requirements, pre-bid/proposal meeting information, etc.).

Creates and maintains all Purchasing Division files and records.

Assists with the maintenance of records governing the disposition of surplus property, maintenance of all City-wide capital inventory records, and the annual physical inventory.

Assists departments with accessing and processing information in the PI portion of the HTE computer system, and provides formal training to user departments as needed.

Attends pre-bid conferences and bid openings when required; prepares sign-in sheets, records results, and distributes all information to City departments and consultants.

Assists the staff and Purchasing Manager with securing the proper insurance documentation for contractors and vendors as required.

Reviews requisitions in the HTE system, processes purchase orders, and distributes copies to the vendors and departments.

Creates, assigns and maintains purchasing software codes (commodity, location, ship to, etc.).

Monitors expiration dates of City and cooperative contracts, and alerts staff or Purchasing Manager of deadlines for contract rebid or renewal, maintaining a spreadsheet of the information. Alerts the appropriate buying staff member or Purchasing Manager when the approaching deadline requires follow-up action.

Operates computer and other office machinery common to the position.

Assists Director of Finance and Purchasing Manager with research work as required.

Performs Emergency Response duties as assigned.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

High School diploma or equivalent, supplemented by a minimum of three (3) years' office experience, with experience in the area of Purchasing a plus. Must be proficient in Microsoft Word and Excel. Knowledge of HTE software program a plus.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; and some light to moderate lifting and carrying objects of light to moderate weight (10-15 pounds). Requires minimal dexterity in the use of fingers, limbs, and body, and may involve extended periods of time using a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations. Requires the ability to comprehend and utilize industry-specific terminology, i.e. engineering, legal, accounting.

Intelligence: Requires the ability to apply principles of rational systems and principles of influence.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and filing documents.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand coordination.

Color Discrimination: May require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform under stress of frequent deadlines.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

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

Knowledge of laws and regulations which govern public purchasing, particularly federal, state statutes and local ordinances.

Knowledge of the methods and procedures used in preparing bid specifications, requests for proposals, letters of interest, and other purchasing principles, practices, and procedures.

Knowledge of report and recordkeeping principles and techniques.

Knowledge of filing principles and methods.

Skilled in both written and oral communications for effective expression and clarity.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments with which the position interacts.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss

**City of Margate, Florida • Purchasing Specialist**

---

potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

---

Employee Name and Signature

---

Date