



## **CLASSIFICATION DESCRIPTION**

**TITLE: PURCHASING TECHNICIAN I**

**JOB CODE: 7 (Non-Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to acquire services, supplies and goods as required by the assigned department at a competitive price in a time efficient manner. Employees in this classification perform entry level and basic routine administrative support work relating to the purchasing function. Position is responsible for the submission of invitation to bid; review, analysis, and purchase of supplies, services and goods; review of methods of acquisition; and preparation of purchase orders and related documentation. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Checks and reviews market sources and vendors to ensure most cost effective and competitive pricing for the purchase of commodities.
- Determines and reviews methods of acquisition including method, time and place, and courier as appropriate.
- Creates, files and updates vendor files and related documentation.
- Prepares invitations to bid and requests for proposals and/or quotes from vendors.
- Submits advertising of bids to newspapers and corporations and vendors as appropriate.
- Receives, reviews, and determines compliance with requirements of bids or proposals.
- Reviews, monitors and performs follow-up of bids and purchases to ensure continued compliance with contracted vendors, and provides direction accordingly.
- Reviews bids, contracts and related documentation to verify for accuracy and completeness.
- Generates and files departmental related reports or documents relating to the agency's purchasing function.

- Maintains up-to-date vendor relationships and customer service with agency vendors and end-users.
- Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies.
- Maintains files and scan (bids & contracts) documents
- While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

High school diploma or GED; supplemented by college level coursework with emphasis in Business Administration, Purchasing, Marketing or closely related field; Associate's degree preferred; supplemented by one (1) year previous experience in administrative support functions related to the governmental purchasing function, such as at the Purchasing Assistant or Coordinator level; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.

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

- Ability to understand, follow and direct written and oral instructions.
- Ability to effectively supervise a staff comprised of entry level staff engaged in carrying out division functions.
- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Skill in the principles and practices of governmental purchasing management and analysis.
- Ability to develop and implement policies and procedure for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.
- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

- Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

### **PHYSICAL REQUIREMENTS**

- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.