



PURCHASING SPECIALIST
FLSA: Non-Exempt
Grade 24 \$44,025.68 - \$70,441.10

GENERAL DEFINITION

This is specialized technical work involving the purchasing of commodities, materials, supplies, equipment, and services to meet the operational requirements of the City of Oakland Park. Work includes adhering to established purchasing methods and procedures for procuring materials, supplies, services, and equipment. Assures compliance with local, state, and federal purchasing policies, procedures, and regulations governing public purchasing and competitive bidding. Assists with review of requisitions, records administration, preparation of specifications, and bid invitations, analyses of bids, and prepares recommendations.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. 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.

- Adheres to established policies and purchasing procedures for the requisition and procurement of materials, equipment, and services.
- Assists in the coordination and preparation of bid specifications, advertising, and selection processes for purchases requiring competitive bids.
- Places legal advertisements, assists with the process of bid openings, assists in tabulating bids, and making recommendations as to the most responsive responsible bidder.
- Communicates with vendors, external sales staff, and all levels of internal staff concerning the availability and purchase of various items.
- Prepares, issues, reviews and approves purchase orders within the scope of authority; refers high volume/cost purchase orders to supervisor for appropriate authorizations and approval.
- Coordinates the auction or disposal of surplus equipment and supplies.
- Assists with the development and maintenance of purchasing manuals and the maintenance of records and internal controls relating to City purchasing activities.

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- Maintains a comprehensive vendor resource and records system for all City purchasing activities.
- Consults with and advises municipal departments of their purchasing needs.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of governmental purchasing methods and procedures, including the laws and statutory requirements governing competitive bidding processes for purchases.
- Substantial knowledge of office practices and procedures; ability to operate office equipment, computers, and spreadsheet software.
- Knowledge of principles, techniques, and industry standards as applied to municipal property control and management.
- Ability to analyze the purchasing needs of municipal departments and to support purchasing initiatives to provide effective service.
- Ability to analyze bids, support the competitive bid process, and maintain the City's compliance with regulatory standards governing the work.
- Ability to establish and maintain working relationships with department heads, employees, vendors, salesmen, and the general public.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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 lightweight (5-pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is

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performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED; supplemented by three (3) years administrative support and purchasing experience in a public sector agency, with practical experience in the competitive bid process and vendor files management;

PREFERRED

Certified Public Purchasing Buyer (CPPB)

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date