

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Purchasing Analyst
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs intermediate-level professional work in the Finance and Administrative Services department. Assists the various departments in the City with the procurement of goods and services while ensuring compliance with the City's purchasing-related Ordinances, Resolutions, and Administrative Orders, as well as and state and federal laws. This position is also responsible for soliciting and administrating the City's annual service and lease contracts between user departments and vendors. Work is performed independently under limited supervision with considerable latitude. Position typically requires processing and interpreting of more complex, less clearly-defined issues.

EXAMPLES OF ESSENTIAL FUNCTIONS:

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 classification. 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.

- Acts in absence of Purchasing Manager
- Consults and advises departments on purchasing needs to include equipment, supplies, and services within purchasing guidelines
- Authorizes and assists in the purchase of City-wide goods and services
- Administers the contracts for the City's Purchasing Card (P-Card) program, copiers, water coolers, office supplies and coffee machine contracts
- Reviews departmental requisition entries for budgetary compliance and consistency with corresponding back-up
- Coordinates and maintains City-wide services and leases
- Coordinates with City departments to ensure participation in lucrative contracts
- Compiles departmental designation of City-owned goods as surplus via resolution to the City Commission; arranges for auction / trade of goods and maintains records of all revenue received from surplus items
- Conducts research using a variety of sources and compiles purchasing options to advise departments
- Ensures City and vendor compliance with cooperative / piggyback contracts
- Meets with vendors to obtain latest product information, trends, and pricing
- Manages and writes the content for the purchasing page on the City's intranet site

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- Monitors and updates the status of the continuing services contracts list, to include contract renewals, Certificates of Insurance, and status of performance bonds
- Prepares budgetary projections for continuing services contracts and leases for the annual budget
- Prepares contract awards to City Commission
- Prints and distributes purchase orders to appropriate departments
- Attends monthly meetings of the local cooperative purchasing group
- Reviews auctioneer options to ensure the City is receiving the highest revenue
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Bachelor's degree in business administration, public administration or related discipline; supplemented by two (2) or more years' experience, with five (5) years' experience preferred, working in a full-time professional-level purchasing/procurement position involving the acquisition of materials, supplies, equipment and services; developing, evaluating and administering contracts for government; and working with related state laws, the competitive solicitation process and various solicitation methods, including procurement of architectural/engineering services; an equivalent combination of education, certification, training, and/or experience may be considered.

Must possess or obtain Certified Professional Public Buyer (CPPB) certification within two (2) years of employment.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental budgeting and accounting methods, principles, and practices
- Knowledge of various purchasing and procurement methods and options
- Skill in Microsoft Office products (Word, Outlook, and Excel) and financial accounting systems
- Skill in providing good customer service
- Ability to rectify situations and negotiate contract terms
- Ability to operate office equipment and applicable computer hardware and software
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work

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- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date