

**HORIZON CITY**

Incorporated 1988

**\*\*JOB POSTING\*\***

**Job Title: Purchasing Agent**  
**Job No: 23-05-521-08**  
**Department: Financial Services**  
**Classification: Exempt**  
**Job Type: Full-time**  
**Starting Pay: \$45,000.00 annually/\$21.63 hourly**  
**Posting Dates: UNTILL FILLED**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

**GENERAL SUMMARY**

Under general supervision, participate in the professional purchasing activities and operations of procurement including: informal and formal bids, RFPs, RFQs, commodities, products, equipment, materials and supplies and services, locate competitive sources and prices usually within a specialized procurement activity; coordinate the preparation of purchase bid requests and contracts within the scope of authority. Position involves competing demands, performing multiple tasks and working to meet deadlines.

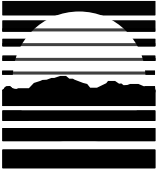
**SUPERVISION**

General supervision is provided by the Finance Director.

**ESSENTIAL DUTIES AND RESPONSIBILITIES *(including but not limited to)***

1. Coordinate and consult with city departments regarding procurement needs and provide recommendations for the best approach in acquiring necessary goods and/or services.
2. Participate in bid evaluation process for city-wide bids assigned to purchasing, evaluation committees for best-value bids and proposals; provide guidance to departments in reviewing bids.
3. Assess market conditions to ensure cost effective purchases of capital and operational equipment materials and supplies.
4. Evaluate life cycle costing, economic order quantity, buy versus lease, order consolidation, etc.
5. Tracks timing for all annual contracts and initiates the extension or re-bid process to ensure continuous supply of material and supplies.
6. Maintain contract lists and master specifications for repetitive commodities and informal bid files.
7. Review vendor agreements and contracts; ensure all signature, insurance and bond requirements are met.
8. Review all requisitions and purchase orders for compliance with purchasing policy.
9. Prepare Finance department requisitions and purchase orders and place orders for the purchase of goods and services.
10. Draft procurement correspondence such as specifications, terms and conditions and other communication in conjunction with requesting department.
11. Attend bid-opening meetings, City Council, citizen group meetings and other gatherings to represent the department.
12. Review for vetting, new vendor applications.
13. Update and maintain current vendor records (i.e., Certificate of Insurance, Business Permit).
14. Coordinate disposal of excess supplies and equipment through public auction or other approved disposal methods.

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15. Respond to inquiries from internal and external auditors clarifying purchasing processes and procedures and/or researching and compiling data as required.
16. Must be able to establish and maintain effective working relationships with fellow employees, officials, and the public.
17. Performs any other duties as required. Perform duties of coworkers as necessary to ensure continuity of operations during absences.
18. Maintains safe work practices according to City's rules and policies.
19. Performs any other duties as assigned by the Mayor and Finance Director.

**MINIMUM JOB REQUIREMENTS**

**EDUCATION**

A Bachelor's Degree in Business, Accounting, Finance, or a related field.

**EXPERIENCE**

Four (4) years of progressively responsible, directly related public sector purchasing experience preferred, or One (1) year of buyer experience preparing written specifications; or experience maintaining or preparing formal solicitations and purchasing contracts; or managing purchasing contracts.

Keyboard and Personal Computer knowledge required.

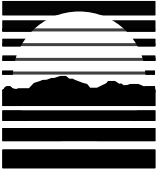
**LICENSES AND CERTIFICATES**

Texas Class "C" Driver's License and must have an acceptable driving record.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of municipal, state and federal codes, purchasing practices and procedures.
- Good knowledge of purchasing, bid and vendor selection methods and techniques typically used on municipal city buying.
- Considerable knowledge of business and personal computers software applications.
- Ability to gather data and conduct research, compile data, analyze findings and prepare recommendations of bid development principles and practices.
- Ability to explain city purchasing ordinances and policies.
- Ability to make arithmetical computations with speed and accuracy.
- Ability to assess and prioritize multiple tasks, projects and demands.
- Ability to communicate effectively, verbally and in writing to city council, department directors, managers, vendors, suppliers, individual contributors, and support staff.

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- Ability to maintain confidentiality of sensitive information and data.
- Ability to meet critical deadlines.
- Skills in reviewing and verifying mathematical calculations.

**Other Job Characteristics:**

- Must submit to and pass a pre-employment drug test.
- Work is performed in a standard office environment, general use of office equipment, including computers, copies, and fax machines.
- Light physical demands; most desk work.
- Frequent to constant use of a personal computer.

To apply please submit a Resume along with the [Horizon City Application for Employment](#) found in the following website and email to: [jobs@horizoncity.org](mailto:jobs@horizoncity.org); or visit the website at <http://www.horizoncity.org/human-resources/> for additional information.