



Position Description

Position Title: Purchasing Agent	Effective Date: (The date this Description goes into effect) 01/01/2012
Department: Finance	
Reports to: Director of Finance and General Services	Supervises: (position name) Does Not Supervise Others
Pay Grade: 14	Job Factor Number: 500
FLSA Status: Exempt Full-Time	

Summary of Position: *(Provide a brief narrative, one or two sentences, that highlights the primary mission and key responsibilities of the job).*

This highly responsible, administrative position, manages the procurement process for the Village of Buffalo Grove including but not limited to: public bidding; contract administration; procurement of materials and services; and fiscal analysis to ensure the efficient use of Village funds. Analyzes and reviews all Village supplier agreements and awarded contracts to: guarantee supplier compliance, quality performance, value added activities, economies of scale, efficiency, and adherence to purchasing policy. Researches, recommends and implements strategic initiatives to reduce costs and improve efficiencies. Complete special projects as assigned by the Village Manager, Deputy Village Manager and/or Finance Director.

Essential Job Functions: *(State the essential duties and responsibilities of the job. Include regular day-to-day duties as well as duties that occur at irregular intervals but that are recurring and necessary).*

- (1) Meets with suppliers and contractors to assess applicability to Village needs; publishes supplier bid lists; acts as primary contact for the Village's internet site for publishing bid and proposal requests; maintains catalog and commodity files.
- (2) Meets with department heads to assess needs for materials and services; acts as resource for procuring said needs and assists in supplier interface and negotiation.
- (3) Oversees the public bidding process: prepares and publishes bid proposals, schedules and conducts bid openings, prepares bid tabulations, together with department heads makes recommendations for bid award; implements award documents; ensures all legal requirements are met; and if necessary prepares bid waivers for the Village Board; if necessary attends Village Board meetings.
- (4) Oversees the preparation, distribution, and awarding of Requests for Proposals (RFP) for services, the execution of contracts for services, and the compliance to contracts.
- (5) Oversees the ordering of supplies and materials: i.e. the development and oversight of procedures to accomplish this including the delegation of responsibilities, the purchasing credit card, and the issuance of purchase orders.
- (6) Audits materials and services for purchase price and quality to ensure proper economies of scale for overall cost of quality.
- (7) Audits suppliers and contractors to ensure true value for the services and materials received, and resolves discrepancies.
- (8) Supports department heads in planning the timely execution of annual or multi-year contracts and prepares

necessary contract documentation.

(9) Coordinates with Technical Services Manager.

(10) Acts as chief resource for State of Illinois Purchasing Contract Agreements and all other joint purchasing agencies and related government pricing plans.

(11) Forwards Village-wide requirements to the State of Illinois for joint bidding purposes

(12) Creates, edits and updates the a Village-wide Purchasing Policy and Procedure Manual.

(13) Attends professional development workshops, seminars, and professional meetings to ensure a current knowledge of legal requirements and innovations in public procurement, contract administration, and insurance requirements, as Village budget allows.

(14) Perform other duties as assigned.

Summary of Essential Job Functions: *(This summary will be used to describe the day to day responsibilities of the position, for use in one's performance evaluation – limited to 300 characters).*

(1) Purchases all commodities for the day-to-day operations with the Village including vehicular and related automotive equipment, major capital purchases, construction contracts and miscellaneous office equipment and supplies.

(2) Interviews vendors, salespeople and department heads relative to purchases and contracting for services; drafts bid specifications and secures sealed bids for the acquisition of goods and services.

(3) Analyzes bids and makes recommendations for acceptance or rejection to the involved department head(s), the supervisor and the Village Board; processes requisitions, purchase orders, inventory re-order forms and contract orders for products or services commonly used by multiple departments to secure better pricing; ensures quality of materials in accordance with specifications.

(4) Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to the supervisor; may serve on departmental safety committee.

(5) Contacts new vendors and contractors to ascertain their qualifications; maintains library of catalogs, price lists, specifications and vendor qualifications; researchers current laws, statutes and federal regulations to ensure compliance.

(6) Notifies departments of impending or current shortages affecting orders; attends purchasing meetings or seminars as appropriate; also coordinates all purchases involving other local agencies under intergovernmental agreement.

(7) Ensures compliance with all applicable state and federal procurement regulations, maintains prevailing wage records for Village projects.

(8) Assists the Director and Assistant Director of Finance and General Services in evaluating the delivery of internal and external services.

(9) Assist with general accounting functions.

(10) Performs other duties as assigned or required.

Knowledge, Skills and Abilities Required: *(List the minimum required education, prior experience, certifications and specialized areas of knowledge required to adequately perform the essential functions of the job).*

For successful performance in this position, the incumbent will need to demonstrate the following:

(1) Strong knowledge of inventory control and purchasing methods and procedures.

(2) Thorough knowledge of supply sources, markets, and pricing trends.

(3) Thorough knowledge of the laws, ordinances, and other requirements governing the purchase of commodities and services for a municipality.

(4) Skill in the use of a personal computer, including software programs such as Windows, Word, Excel, etc.

(5) Effective oral and written communication skills.

(6) Ability to maintain strict confidentiality.

(7) Ability to establish and maintain effective working relationships with vendors, consultants, elected and appointed officials, employees, and the public.

(8) Ability to exercise professional independent judgment in planning own work and recommending solutions.

(9) Ability to use objectivity and impartiality when making difficult decisions and recommendations.

(10) Follows safety policies and procedures.

(11) Reports all unsafe conditions and acts to supervisor.

(12) Reports all accidents to supervisor immediately

(13) Follows recognized safe work practices.

(14) Graduation from an accredited college or university with a Bachelor's degree in an area of Business, Accounting, Public Administration, a related field or equivalent experience.

(15) Minimum of three (3) years experience in purchasing/inventory control in a private industry or public management position.

(16) Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities.

Personal Skills and Competencies: *(Identify any behavioral characteristics and attributes that would contribute to superior performance for this position, i.e. organization, communication, detail-orientation, analytical skills). There should be a pull down of the competency list for this position on both this document and the performance appraisal.*

Name	Description
Accuracy and Detail Orientation	-- Produces work with few errors due to conscientiousness and awareness of the importance of accuracy -- Pays attention to all details -- Is systematic in carrying out job responsibilities
Professionalism	-- Deals with the public in a matter appropriate to the situation, responds effectively to public inquires and requests, and promotes a favorable and positive image of the Department and Village -- Treats others with respect -- Displays strong character and integrity
Assertiveness/Confidence	-- Expresses one's opinions and feelings in spite of disagreement from others -- Believes in one's own skills, capabilities and judgment; expresses that belief
Cooperation	-- Works well with all types of people, both external to the Village and with co-workers -- Understands others' point of view when reaching decisions with others -- Is willing to help others achieve their objectives
Decisiveness	-- Makes decisions with available information -- Knows whether to get additional information before making decisions
Influence/Persuasion	-- Uses effective plans and communications to persuade others or gain support -- Plans ones' words and actions in advance to achieve the desired effect with others
Organization Skills	-- Able to organize and schedule people and tasks -- Develops realistic action plans while being aware of time and resource constraints -- Applies time management principles
Problem Solving	-- Uses a systematic approach in solving problems through analysis of problem and evaluation of alternative solutions -- Is able to get to root cause to solve a problem permanently

Working Conditions/Physical Requirements of the Job: *(Indicate what the physical requirements are to complete the essential functions of the job, i.e. lifting, standing, etc. Also indicate any working conditions that may be out of the ordinary, i.e. travel, hours of work, exposure to noise, etc.).*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office environment. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to a, personal computer, calculator, copier, and fax machine.

While performing the duties of this position, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls and talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The above is not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended only to describe the general nature of the job. Employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.