

**City of Monett**  
**POSITION DESCRIPTION**

Monnjob11

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**Job Title:** Purchasing Agent

**Department:**

**Salary Range:** Payroll – Level 5

**Immediate Supervisor:** General Manager Utilities

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**ESSENTIAL FUNCTIONS**

- I. Purchasing Activities ..... 70% of Time
  - A. Maintains a working knowledge of the supplies, equipment and services required to operate applicable City departments.
  - B. Maintains an ongoing awareness of inventory levels assuring for sufficient supplies for City operations.
  - C. Receives requests and/or plans for the items or services needed to complete an upcoming job, develops bid specifications, determines appropriate vendors, drafts and places ads in order to fulfill requests assuring for quality and competitiveness of price.
  - D. Submits final documents to appropriate authority for authorization assuring for accuracy and timeliness.
  - E. Monitors and tracks progress of all orders. Receives shipments and deliveries of ordered parts, fuels, materials, and equipment, assuring for accuracy. Ensures that all of the above are received in working order and distributes as needed assuring timeliness.
  - F. In the event of a variance, handles correction and conducts follow up assuring that the appropriate parts, materials, and equipment are received.
  - G. Maintains contact with and an awareness of actual and potential vendors and manufacturers assuring for an ongoing environmental scan.
  - H. Assists all departments with requested purchasing needs assuring for cooperation and team work.
  - I. Assists with and/or directs shipping of parts and equipment for all departments as requested.
  - J. Coordinates the sale of surplus or unused items assuring for compliance with City policies.

- K. Deals with the public in a professional and courteous manner.
  - L. Responds to requests by immediate supervisor in an accurate, professional, complete, and timely manner.
- II. Inventory Control Activities ..... 25% of Time
- A. Tracks parts and materials usage and determines the appropriate stock quantities necessary for inventory. Creates timeline to reorder parts and materials assuring for accuracy and timeliness.
  - B. Places orders in compliance with budgets and pre-determined quantities assuring for fiscal responsibility. Maintains repair and operations usage history.
  - C. Maintains computer records assuring for consistency with shelf inventories.
  - D. Produces inventory reports as requested.
  - E. Conducts equipment testing assuring for safe and working order.
  - F. Monitors backflow preventers, sends notices for annual inspections, receives inspection reports and maintains a database. Monitors transformers and reports status for the EPA/MO DNR assuring for regulatory compliance.
- III. Training and Seminar Activities ..... 5% of Time
- A. Receives notification of training requirements, determines necessity and identifies appropriate trainer or vendor. Secures trainer/vendor assuring for completion of training. Handles event scheduling as needed.
  - B. Schedules training and coordinates registration process. Monitors attendance and notifies appropriate agency of attendance/participants assuring for regulatory compliance. Handles arrangements for training including location set up, obtains supplies and other needs.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

**WORK ENVIRONMENT**

- ◆ Average accessibility of all work sites required for the position.
- ◆ Average exposure to weather and temperature extremes.
- ◆ Average exposure to chemicals and fumes.

- ◆ Average exposure to heights.
- ◆ Average exposure to work safety hazards.
- ◆ Average amount of overtime/extended work hours required.

## **PHYSICAL EFFORT**

- ◆ Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Normal physical agility: ability to maneuver body while in place
- ◆ Normal physical strength to handle routine office materials and tools.
- ◆ Above-Normal physical strength to handle 100 lb. objects, considering frequency.
- ◆ Normal dexterity of hands and fingers.
- ◆ Normal physical balance: ability to maintain balance and physical control.
- ◆ Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Normal endurance.

## **KNOWLEDGE REQUIREMENTS**

- ◆ Completed High School diploma or equivalent.
- ◆ Experience with purchasing, vender relations, and inventory control procedures
- ◆ 1 or more years of experience in purchasing.
- ◆ 1 or more years of experience with safety equipment.
- ◆ Ability to operate forklift effectively.
- ◆ Computer Skills – Microsoft Office Applications

## **MENTAL EFFORT**

- ◆ Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Average complexity of decision making.
- ◆ Average time pressure of decision making.
- ◆ Average analytical thinking.
- ◆ Average conceptual thinking.

## **COMMUNICATION**

- ◆ Above average verbal communication.
- ◆ Above average written communication.

## **SENSORY ABILITIES**

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch.