



JOB DESCRIPTION

Title: **DEPUTY RECORDER/PURCHASING AGENT**
Department: Finance & Administration
Class Code: 1905
FLSA Status: Exempt
Effective Date: November 1, 1987 (Rev. 03/2018)

GENERAL PURPOSE

Under the broad supervision and direction of the City Recorder, purchases a variety of materials, supplies, services and equipment for various city departments. Manages the daily workflow of processing requisitions, purchase and change orders; prepares bid solicitation documents and manages purchasing related risks. Has signature authority on all purchase orders. Assists in preparing, maintaining and attesting official City records; helps coordinate passport acceptance services and acts as a passport acceptance agent. Assists in coordinating legal publications, municipal elections, and the contract review process.

ESSENTIAL DUTIES

- Acts as the City Recorder in her or his absence.
- Develops, plans and implements the administration of division budget, assists in preparing recommendations for the City Council and Mayor for implementing approved policies under the direction of the Director of Finance & Administration.
- Receives requisitions from departments and reviews them to ensure that proper purchasing policies and procedures are followed.
- Locates sources of supply and prepares bid specifications, with input from the departments, and other documents for supplies, materials, services and equipment.
- Conducts formal public bid openings and attends pre-bid conferences to assist requesting departments, architects, engineers and/or bidders with purchasing issues.
- Evaluates bids, sources of supply and goods in terms of cost, service, quality and suitability; negotiates terms with vendors; decides on supplier and orders materials. Stays informed on new products and market condition.
- Provides on-going consultation, assistance and training to the city's department/division managers and employees concerning purchasing policies and procedures.
- Establishes and maintains an electronic purchasing system; queries reports for purchase order status and resolves processing and receiving problems with appropriate department.
- Develops and implements new purchasing techniques and systems or in modifies existing methods and procedures.
- Oversees the purchasing card program.

- Oversees the city's surplus program.
- Answers questions from the public relating to records, purchasing and other department matters.
- In coordination with the City Recorder, establishes and maintains a computerized tracking system for contract administration. Standardizes city-wide contracts, determines if bonds are required and offers clause options with assistance of the City Attorney.
- Provides back up support for the Recorder's Office.
- Assists with processing passport and special event applications.
- Maintains active membership in national and local associations to keep current on trends and innovations and to develop professionally.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from a college or university with a bachelor's degree in business administration, public administration, accounting, finance or any related field and three (3) years of experience related to purchasing, preferably with government agency, or any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities

- Extensive knowledge of the goals and objectives of the Recorder's Department.
- General knowledge of Federal, State and Local Laws pertaining to Purchasing, records, licensing, contract administration and facilities.
- Working knowledge of purchasing and requisitioning methods, practices and procedures; working knowledge of inventory control practices and procedures; working knowledge of contract administration, some knowledge of records and facilities; some knowledge of basic accounting procedures; working knowledge of data and word processing systems.
- Able to deal with the public under stressful circumstances in a fair, calm and understanding way and obtain positive results.
- Ability to compare received materials and equipment and supplies with prescribed specifications; ability to prepare routine and moderately complex specifications.
- Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, department heads, and the public.
- Ability to direct the work of others.
- Ability to deal with vendors in a business-like manner fostering ethical and equitable standards.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing, spreadsheets and database software; 10-key calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is regularly required to walk; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____