



Job Description
Town of Westerly

Job Title:	Purchasing Agent								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Of Finance			Supervision Exercised:			None		
Last Revision:	04/2017								

General Summary:

This position is responsible for purchasing or overseeing purchases made by Town and School Departments. This position is also responsible for the legal and proper execution of central purchasing activities, including the procurement of supplies, materials, equipment, and services of desired grade and quality at prices most favorable to the Town and their issuance.

Essential Functions:

1. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
2. Enters into and administers contracts for the Town and School as allowed by law, regulations, policies and procedures and charter.
3. Purchases supplies, services, construction, vehicles, equipment, insurance and other items required by the organization within the appropriation restrictions.
4. Develops, reviews and implements the methods, policies, and procedures to be used for purchasing supplies, services, equipment and materials needed by the organization.
5. Coordinates all purchasing activities and ensures proper procedure is followed.
6. Oversees and manages all bid openings.
7. Confers with vendors to obtain product or service information.
8. Troubleshoots and resolves defective or unacceptable goods or services with inspection or quality control personnel, users, vendors and others to determine source of trouble and takes corrective action.
9. Develops and works with staff to develop accurate and appropriate specifications.
10. Ensures proper disposal of surplus materials, supplies and equipment.
11. Facilitates inspections of buildings, playgrounds, kitchen facilities, health inspections, hazmat and hazardous waste issues.
12. Maintains commercial insurance files, certificates of liability, and performance bonds and regularly monitors claims, main contact person for commercial insurance in terms of daily operations.
13. Provides purchasing planning and control information by collecting, analyzing and summarizing data and trends.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Performs background checks on vendors as necessary.
3. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in business, finance or other related area.

Experience:

Three years of professional experience administering a purchasing program for a medium to large organization which includes negotiating with vendors, bids, RFPs and RFQs.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures as they pertain to purchasing operations.
- Expert knowledge of modern office practices and procedures and of standard office and accounting equipment and systems.
- Advanced knowledge of a variety of financial systems such as MUNIS, SAP, PeopleSoft or Workday.
- Expert knowledge of the principles and practices of finance.
- Expert knowledge of the approved principles and standard practices of centralized, budgetary and accrual accounting, collection and purchasing.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Manage various computer applications including Excel and Word.

Licenses & Certifications:

Certified Professional in Supply Management (CPSM) from the Institute for Supply Management, Certified Purchasing Professional (CPP) from the American Purchasing Society or a similar certification is preferred and will be required within

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check including a credit check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	x			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds		x			
Up to 100 pounds		x			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.