

**CITY OF LAKE WORTH
EMPLOYMENT OPPORTUNITIES**

PURCHASING AGENT

The City of Lake Worth invites qualified individuals to apply for the position of Purchasing Agent.

Closing: Open Until Filled

This position is a part of the Public Employees Union (PEU). Based on a **40 hour work week** with a pay range of \$18.18 - \$29.08 per hour. This position will work at City Hall Building located at 7 North Dixie Highway, Lake Worth, FL 33460.

In addition, this position offers:

- **Vacation and Sick Leave Accruals**
- **13 Paid Holidays**
- **City of Lake Worth Medical Benefits that include Life Insurance, Dental and Vision coverage**
- **Retirement Plan**

SUMMARY:

Performs intermediate professional work procuring a variety of services, supplies, materials and equipment; does related work as required. Prepares Invitation for Bids, Request for Proposals and Request for Qualifications documents. Assists in budget monitoring. Prepares draft contracts. Work is performed under regular supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Processes purchase requisitions and issues Purchase Orders; verifies available funding via the approved budget, and utilizes procurement process in compliance with State and City purchasing regulations;
- Develops and researches specifications; reviews specifications for clarity, accuracy and necessary related information;
- Develops and processes bids, request for proposals, requests for qualifications, quotations and compliance checklists;
- Solicits, receives, and analyzes competitive bids, request for proposals, request for qualifications and quotations;
- Develops council recommendation letters for award and monitors vendor performance and assists the departments in contract management;
- Develops draft contracts, in conjunction with the legal department, for the acquisition of goods and services and construction projects;
- Conducts bid openings, pre-bids and other meetings in accordance with the Sunshine law;
- Act as chairperson for selection committees and assist Department in contract negotiations;
- Researches a variety of sources, documents, etc. to ensure adequacy of specification in terms of clarity, precision, and related criteria;
- Meets and confers with department representatives regarding the preparation for bid packages, bid analysis, evaluation, and award;
- Monitors and updates status of annual contracts listing;
- Researches and obtains Florida State contracts and Intergovernmental contracts;
- Review and research of sole source procurement submittals from Departments;
- Advises City departments and Vendor Community on procurement policies and procedures.

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- Assists in monitoring of budget.
- Create and maintain an approved listing.
- Other duties as assigned.

RELATED TASKS:

- Assists assigned departments with purchasing activities;
- Seeks new methods and practices to improve operational efficiency and effectiveness;
- Issue purchase orders or contracts as applicable after award approval;
- Keeps abreast of changes in policies, regulations and directives to determine effect on overall operations;
- Provide training and develop solutions to contractual problems;
- Develop plans for accomplishment of assigned functions to meet priorities, deadlines and implementation of goals established by management;
- Maintains assigned annual contracts for various services and commodities utilized by the City Departments;
- Reviews small dollar procurements and develops possible new supply sources and possible new term contract;
- Reviews bidder database and develops possible new supply sources;
- Performs other tasks as deemed necessary.

SUPERVISORY RESPONSIBILITIES:

None

COMPETENCIES:

- Able to exercise discretion and judgment in performing the procurement function;
- Knowledge of business methods, markets, and purchasing practices;
- General knowledge of the laws relating to public purchasing;
- Ability to write clear and concise specifications;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by the City;
- Knowledge of standard office procedures, practices and equipment; ability to establish and maintain effective working relationships with City officials, vendors, and the general public;
- Ability to express ideas clearly and concisely both orally and in written form;
- Ability to handle multiple tasks and prioritize workload;
- Thorough knowledge and ability to use Microsoft Word, Excel & Outlook and ability to learn and effectively utilize the City financial software (SunGard).

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EDUCATION AND/OR EXPERIENCE:

Graduation from an accredited college or university with major course work in business administration, contract management, purchasing or related field and some experience in the procurement of materials, equipment, supplies, budget preparation and capital improvement program development, preferably in government.

LANGUAGE SKILLS:

Ability to read, write and communicate in the English language and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.

REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current State of Florida driver's license.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk and hear.
- The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the environment is usually moderate.

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PROCEDURE FOR APPLYING:

Interested parties should forward a completed application packages to:

City of Lake Worth
Attn: Human Resources
7 N. Dixie Highway
Lake Worth, FL 33460

Or visit our website at: [City of Lake Worth, Florida](http://www.lakeworth.org)

Each application package should include the following:

- Resume of previous work experience and cover letter summarizing relevant experience
- City of Lake Worth Application

<https://www.lakeworth.org/files/files/hr/Employment%20Application.pdf>

Applicants for positions with the City of Lake Worth should know and be aware of the following:

Please note incomplete applications will not be considered. Applications will be received until the position is filled. Submission of an application does not guarantee the applicant an interview.

Applicants for employment who become candidates for available employment positions should note employment is contingent upon satisfactory completion of all reference checks and pre-employment physical satisfaction. Upon request, information on the nature and scope of an inquiry will be provided under FS 119.

Furthermore, most of the job classifications within the City of Lake Worth workforce are covered by Collective Bargaining Agreements with the Public Employees Union (PEU), Professional Managers and Supervisors Association (PMSA), and International Brotherhood of Electrical Workers (IBEW). Consistent with Chapter 447 of the Florida Statutes, a bargaining unit employee has the right to join or not join the union. However, the Union is not obligated to represent a non-member.