

City of Allentown
Position Description

Class Title: Procurement Sourcing Specialist
Grade Number: 12N (Exempt Position)
Department: Finance
Union: No

GENERAL PURPOSE

Under general supervision, independently performs purchasing transactions for a variety of materials, supplies, services and equipment in accordance with City standards and policies and all applicable federal, state, and local requirements; receives, reviews and ensures proper documentation of purchase order requests; researches and catalogs vendor related materials to obtain information on product prices, terms and availability; creates requests for pricing, unofficial and official quotes, invitations to bid, and requests for proposals; contracts administration, facilitates vendor outreach, P Card, Manages Travel forms, and performs related work as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Purchasing Agent.

SUPERVISION EXERCISED

May exercise supervision over clerical staff of bureau in absence of Purchasing Agent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment to this class.

- Reviews assigned requisitions to determine the requesting departments' exact requirements; verifies completeness, accuracy, account numbers and appropriate authorizations ; and secures samples as needed.
- Develops and analyzes quote specifications, terms, and conditions. Reviews completed specifications for accuracy and completeness or assists in completing specifications by working with department employees to identify needs.
- Prepares formal Invitation to Bid documents for review and approval. Opens, tabulates, and determines lowest qualified bidders on written bids.
- Prepares Request for Proposal documents for review and approval. Opens, tabulates, conducts technical, cost and oral presentation (if needed) and prepares award recommendation memo.
- Solicits or obtains verbal or written quotes, documents phone quotes and selects vendors based on established regulations and procedures.
- Processes requisitions, and makes independent decisions, adhering to all policies, procedures, and requirements of law, before issuing purchase orders for various procurements; understands, interprets and ensures compliance with local, State, and Federal Law.
- Issues purchase orders in accordance with established procedures.

- Follows up on purchase orders and confers with departments to resolve problems relating to substitutions, equivalents, delivery schedules and vendor problems; follows up on purchase orders to ensure products are received in a correct and timely manner; assists with returns as necessary; conducts research with vendors and others to resolve invoice disputes against established purchase orders.
- Acts as a liaison with departments to deliver value in sourcing, materials management, and contracting; develops strategic plans to ensure value is maximized with departments and risks are minimized for the City.
- Provides guidance to departments on statutory requirements, policies and best practices for the procurement of desired goods and services.
- Performs cost analysis of purchases and ensures compliance with City policies and procedures.
- Performs research and analyzes data and prepares reports as needed; which may include information used for budget, benchmarks, market trends and other special projects. Prepares Eden reports as needed. Recommends to the Purchasing Agent changes in purchasing, products and record keeping procedures to better meet offices' need.
- Meets with vendors and sales representatives to discuss item requirements or specifications, such as availability, delivery, quality, price or features of supplies, materials, equipment and freight or shipping charges.
- Monitors State and other cooperative purchasing contract files and makes determination as to whether the state and/or cooperative purchasing contracts can be used to secure purchases based on whether the state and/or cooperative purchasing contracts meet departments' need.
- Maintains a vendor database by adding to, or updating, vendor files, vendor selection, bid lists and vendor performance documentation.
- May attend interdepartmental meetings where purchasing office presence is required.
- Performs contract administration duties on annual quotes, bids, and contracts.
- Issues confirming orders for purchases issued on an emergency basis and secures the necessary documentation to meet legal requirements.
- Coordinates work with Accounts Payable and the Treasury Office to ensure paperwork flows quickly and efficiently.
- Responds to department's routine questions or concerns regarding purchasing procedures and resolves any problems as needed. Provides procurement assistance and training to departments as needed.
- Oversees record keeping methods and procedures to include proper storage, retention or destruction of files based on state laws or guidelines.
- Participates with other area municipalities in cooperative purchasing activities.
- Maintains and adheres to ethical business practices.

- Provides quality and effective customer service with courtesy and understanding to the City's customers, citizens, and departments.
- Responsible for City Contracts, entering them into the system once approved by City Council.
- Reviews, evaluates, and ensures proper documentation is attached to all contracts within the financial system.
- Sends notifications on expiring contract terms, options for renewals and closing contracts.
- Answering any and all questions that may arise during the term of the contract.
- Performs audits on contracts to ensure accuracy in pricing being charged to the City.
- Draft/Prepare Contracts, Amendments, Extensions, Change Orders and Terminations.
- Review and provide a detailed analysis of balance deficits and any issues that may arise in conjunction with purchase orders and invoices that are in the financial system.
- Works closely with the Solicitor's Office.
- Performs Contract Training and Manual Updates.
- Research, review and update various documents and boilerplates for Letters, Contracts, Bids, RFP's and Quotes.
- Assists the Purchasing Agent with P-Cards when necessary.
- Reviews and prepares Contract items that are to be presented to City Council.
- Composes letters and forms, as needed.
- Maintains online auction from City Surplus items.
- Maintains TER forms from Departments
- Facilitates Vendor Outreach
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High School diploma with two (2) years purchasing experience or related field; AND
- (B) Associate's or Bachelor's degree in Business Administration or related field; OR
- (C) Equivalent combination of related education and experience.
- (D) Experience in purchasing for a city, county, state, or federal government agency is preferred.
- (E) Procurement Certifications are preferred. i.e. CPPO, CPPB or NIGP-CPP

Necessary Knowledge, Skills and Abilities:

- (A) Knowledge of business methods, marketing and purchasing practices.
- (B) Knowledge of accepted professional methods and procedures for public purchasing.
- (C) Knowledge of records retention and destruction guidelines.
- (D) Knowledge of types, grades, sources and market factors of a variety of supplies, materials, and equipment.
- (E) Knowledge of standard office practices, procedures and equipment.
- (F) Skill in performing basic mathematical computations, such as addition, subtraction, multiplication, division and computing percentages as needed to compare costs, verify accuracy of computations, determine low bids and add totals.
- (G) Skill in using a calculator or adding machine to include adding, subtracting, multiplying, dividing and percentages by touch key as needed to calculate figures, check accuracy of information in invoices, purchase orders and reports.
- (H) Skill in operating a personal computer to include use of function keys and programs such as Microsoft Word and Excel as needed to prepare correspondence, specifications, bidders and related records and reports.
- (I) Ability to write clear and concise specifications.
- (J) Ability to communicate in writing to include clarity, conciseness, use of proper grammar, capitalization, punctuation, sentence structure, spelling, and logical organization of thoughts as needed.
- (K) Ability to establish and maintain effective working relationships with other employees, vendors, citizens, and supervisors as needed to provide purchasing services that meet the needs of the City.
- (L) Ability to communicate orally by telephone and in person to include listening to others, being clear and concise, translate technical information so that it can be understood, using tone of voice and vocabulary appropriate to the listener as needed to discuss purchasing needs, obtain quotes or information, resolve problems, and explain policies and procedures.
- (M) Ability to handle stressful situations and multiple tasks simultaneously and establish priorities as needed.
- (N) Ability to maintain confidential and sensitive information.
- (O) Ability to organize effectively with excellent time management skills, accuracy self-motivation and orientation to detail.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of personal computer, including word processing, database and spreadsheet programs, calculator, telephone, scanner and copy 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 constantly required to sit and talk or hear. The employee is required to walk; use hands to fingers, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to thirty-five (35) pounds. Specific vision abilities required by this job include close vision 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.

General office environment, climate controlled with standard fluorescent lighting.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

Employment decisions are made without regard to race, color, religion, national origin, ancestry or place of birth, sex, gender identity, sexual orientation, disability, marital status, age or use of a guide or support animal because of blindness, deafness or physical disability. Employment with the City of Allentown depends solely on qualifications.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.