

CITY of AZTEC JOB DESCRIPTION

Job Title:	Purchasing Specialist
Department:	Finance Department
Shift:	Regular, 40 hours per week (Mon-Thurs 4-10 workweek); occasional overtime hours may be required
Pay Plan:	Non-Certified Purchasing Specialist GRD 15.1 \$21.844 Certified Professional Public Buyer– GRD 16.1 \$23.37
Exempt:	No
Reports To:	Finance Director
General Direction From:	Finance Director
Position Closes:	Open Until Filled

PURPOSE & NATURE OF JOB

The City of Aztec's mission is to enhance the quality of life of its citizens, to promote economic opportunity, and to carry out the responsibility to protect and improve the assets of the City.

Performs a variety of duties in the procurement and securing of bids and contracts; administration of materials, equipment, tools, parts, supplies and services for the City of Aztec while adhering to New Mexico Procurement Code and the City's purchasing policies and guidelines. This position is an integral part of the Finance Department and is expected to participate in multiple functions within the Finance Department which may be outside of procurement.

ESSENTIAL DUTIES

- **Procurement:** This position will be responsible for published quotes, letters of interest, informal and formal bids and request for proposals. Must be knowledgeable of, able to interpret and apply the State of New Mexico Procurement Code and Aztec Purchasing Policy and Procedures to all levels of procurement for the City.

This position will work closely with the Finance Director and/or Acct Tech III to determine type of procurement and funding sources and specific procurement requirements as may be required of the funding source(s).

This position works closely with city departments and consultants in the review of purchasing requests and development of necessary documents and procedures to meet individual procurement requests. This position may be responsible for or may assist city departments and/or consultants in the development of specifications, procurement document development and invitations (legal notices, posting to website and electronic procurement site, direct solicitation).

This position is responsible for bid & performance bond requirements, labor requirements, coordination, scheduling and development of pre-bid or pre-proposal conferences, addendums development and issuance with department or consultant coordination as appropriate; opening, recording, and distribution of proposals, quotes, and/or bids; preparation of documents for Commission approved procurements for Finance Director review and approval.

Responsible for the maintenance and electronic archival of all procurement documentation; will coordinate with Acct Tech I in the annual document destruction specific to procurement in compliance with federal, state and local requirements.

- **Vendor Development:** Interacts with vendors and supplier representatives; establishes new vendors in accounting system and is responsible for maintaining vendor information (insurance, deposit information, notes, etc). May require attendance at various events to inform the public and potential vendors of the procurement process and opportunities with the City.
- **Contract Management:** This position will coordinate with departments or may directly manage all procurements with no external funding. This will include purchase requisitions, progress meeting attendance, review of vendor invoices and authorization for payment, review of external payrolls in compliance with project labor requirements, change order development and processing, and project close out.
- **Capital Assets:** This position is responsible for the entry of all capital assets acquired, transferred or disposed of in asset system. This position is responsible for the licensing and registration of city vehicles, recording of documents received in the asset system, and distribution of same to appropriate departments. This position will work with departments on the identification of, approval of and disposal of all surplus, worn-out or obsolete equipment, supplies or materials. This will include preparation of documents for City Commission for the Finance Director review and approval and coordination of sale and pickup of items through electronic surplus sales. This position will work closely with Acct Tech III in identifying new assets which should be added to the various City insurance policies. This position will work with the Finance Director in coordinating the annual inventory of assets as required by state law and in preparation for the annual independent audit.
- **ICIP:** This position is responsible for coordinating with the City Manager, Finance Director and other department heads for the preparation and submission of the annual ICIP for both the City and Aztec Senior Center.
- Commission meeting attendance may be required at the direction of the Finance Director.
- The ability to interact with contractors, vendors, co-workers in a professional, courteous and amicable manner is a must. Must have good telephone/communication skills, ability to speak and deal effectively with others in stressful/non-stressful situations.
- Must be able to appropriately prioritize various tasks and/or situations in a multi task environment.

- Position will be expected to advise and participate in policy and administrative regulations updates and/or creation as necessary or directed.
- Position will participate in weekly finance staff meetings, may be required to assist or develop in house safety training for finance department staff; will perform safety inspections within finance department on rotating schedule; and may be requested to collaborate or prepare monthly finance department report and/or annual report.
- Must be proficient in the use of Word, Excel and Adobe Pro for various documents and reporting requirements. Must be adaptable to the increasing use of electronic and virtual platforms for various duties and communication.

RESPONSIBILITIES

Supervision:	None
Public Contact:	Contacts with administrators or professional in developing and soliciting cooperative relationships.
Budget:	None
Other:	Other duties as assigned

GENERAL INFORMATION

The duties/responsibilities listed 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 the work is similar, related or a logical assignment to the position.

MINIMUM JOB QUALIFICATIONS / REQUIREMENTS

- Must be able to pass a pre-employment physical and drug screen.
 - May be subject to random drug/alcohol testing as per city policy.
 - Must have a valid driver’s license.
- Education:** High School Diploma or G.E.D.
Associates of Arts degree in accounting, business or related field from accredited college AND
- Experience:** Two (2) years purchasing experience required.
One (1) year public sector purchasing experience preferred.
- OR
- Five (5) years purchasing experience with a minimum of two (2) years in public sector purchasing experience.

Knowledge:	Procurement Code and City of Aztec's purchasing policies in the performance of duties. Must have the ability to manage a heavy workload under pressure with tight deadlines.
Certificates/Licenses:	Certification as a Certified Professional Public Buyer (CPPB) is preferred or ability to complete training and pass test to acquire certification within three years from hire date.
Recertification:	Every five years or as required by the NM Procurement Association.
Use of Tools and/or Equipment:	Personal computer, including high proficiency with word processing, spreadsheet and pdf software, telephone, calculator, copy machine, scanner, fax machine.

WORK ENVIRONMENT

Physical Demands:	Effort is minimal and involves light lifting of tools, objects and working materials. May involve light pushing, pulling, reaching, bending. The employee is frequently required to sit and talk or hear. Occasional standing for short periods of time. The employee must occasionally lift and/or move up to 50 pounds.
Hazards:	Minimum hazardous working conditions. Minor threat to health and/or safety.
Exposures:	Generally adequate working conditions with minimum environmental conditions to assure comfort.