



## EMPLOYMENT OPPORTUNITY

### **PURCHASING TECHNICIAN** **TREASURY DIVISION**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **POSITION SUMMARY**

Validates the purchasing policy has been followed in the procurement of materials, supplies, services, and equipment for City departments and operations. Reports directly to the Purchasing Coordinator and receives general direction from the Fiscal Operations Manager/Treasurer. May exercise functional and technical supervision over lower level purchasing staff.

#### **EXPERIENCE AND TRAINING STANDARDS**

Two years of technical purchasing/buying experience is preferred. Specialized training in purchasing, buying or a related field is desirable. Equivalent to the completion of the twelfth grade.

#### **NIMS REQUIRED TRAINING**

Employee will be required to complete NIMS IS100 and IS700 within three months of hire.

**Failure to obtain/maintain license and certificate as outlined above will result in termination from the position.**

#### **ESSENTIAL JOB FUNCTIONS**

- Promote and follow the City's mission statement, values and expectations.
- Under the direction of the Purchasing Coordinator review and process purchase orders; verify proper purchasing policies and procedures have been followed.
- Understand and implement City purchasing policies and procedures.
- Receive, examine and process department requisitions and purchase orders; answer questions and provide information for City staff; Assist Purchasing Coordinator in the preparation of requests for proposals, bids and other necessary documents related to the purchase of supplies, equipment, services and materials.
- Evaluate and analyze bids; make recommendations to the Purchasing Coordinator as necessary.
- Maintain a variety of logs and records relating to the purchase and procurement of materials, supplies and equipment.

- Coordinate purchasing services with other City departments and divisions; confer with department/division representatives to determine purchasing requirements.
- Understand and research State Cooperative Contracts to be able to make recommendations.
- Assist customers, departments, and employees by providing purchasing services, explaining policies and procedures, and answering questions.
- Assist Purchasing Coordinator in the maintenance of vendor files and vendor numbers.
- When necessary, contact vendors to obtain bids and/or quotes.
- Make routine purchases as necessary; confer with City personnel regarding supply needs; consult with suppliers to obtain W-9, per IRS regulations.
- Participate in the reconciliation of the purchasing credit card(s).
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.

### **MARGINAL JOB FUNCTIONS**

- Perform a variety of general clerical and accounting duties as required.

### **QUALIFICATIONS**

#### *Knowledge, skills, abilities:*

- Knowledge of clerical accounting and bookkeeping principals and techniques.
- Types of materials, supplies and equipment commonly used in municipal services.
- Municipal purchasing principles and practices.
- Modern office procedures, methods and computer equipment.
- Mathematical principles.
- Principles and procedures of financial record keeping and reporting.
- Pertinent Federal, State and local laws, codes and regulations including regulations concerning municipal purchasing.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Maintain detailed and accurate operational and financial records and internal controls.
- Interpret, apply and explain City purchasing policies.
- Type at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time and operating assigned equipment
- Maintain effective audio-visual discrimination and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment as required by the position.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.

- Ability to comply with all city policies and regulations, including safety and risk management standards to protect City interests.
- Maintain accurate records and internal controls.

### **WORKING CONDITIONS**

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

### **PHYSICAL REQUIREMENTS**

Work in an office environment; sustained posture in a seated position. While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 25 lbs.

### **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

### **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

### **EDUCATION REQUIREMENT**

Successful applicant must submit a copy of above education requirements when requested.

### **VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

### **SALARY RANGE**

Range 28 - \$1,162.61 to \$1,588.67 (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

### **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until Wednesday, June 6, 2018. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

**WE ARE A DRUG FREE WORK PLACE**

**AA/EOE/ADAAA**

May 23, 2018