DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 22-224-2

Title of Position: Purchasing Agent
This position exists in the Finance/Purchasing Division

Salary Range: $69,101 - $83,175

Date Posted: August 12, 2022

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Position

Examination Weight: 100% Education & Experience

Statement of Duties: Works under the administrative direction of the Finance Director, and is responsible for planning, organizing and directing the Purchasing Division which processes in excess of 440 bid proposals and 4,000 purchase orders annually. Duties include:

- Designs, coordinates and controls the full range of tasks necessary for City wide procurement and purchasing of goods and services in accordance with rules established by charter and ordinance.
- Establishes and enforces standards for open, competitive bidding process, and monitors each and every request for proposal from creation, bidding and submission to the City Council.
- Confers with department staff to provide expert advice and assistance necessary for creating timely requests for proposals (RFP’s), and ushering them through the purchasing process with courtesy and aplomb.
- Keeps a storeroom of commonly used supplies.
- Examines and certifies all requisitions for purchases and contracts are consistently and appropriately charged to the proper accounts.
- Conducts sale of surplus items at competitive bid to deplete all obsolete or unused materials and junk property.
- Provides constant communication with directors and other staff to assist with current bids; and to guide and direct on procurement methods to best achieve their objectives.
- Plans, directs and evaluates the work of staff performing complex clerical and technical duties to ensure all RFP’s, purchases and payments are timely and properly executed.
- Communicates with new and existing employees to ensure they understand the processes of requisitions, purchase orders, and bids.
- Develops cooperative working relationships with internal and external constituencies, including vendors and the public, to ensure understanding and compliance with complex purchasing and procurement activities.
- Keeps and enforces timely deadlines for Council dockets; ensures accuracy of the dockets and timely submission to the City Clerk.
- Conducts end of fiscal year audits with the Finance Department to account for spending.
- Manages all City purchase orders by approving, printing, disbursing, paying, maintaining accurate account records, and closing when done.
- Attends City Council meetings to advise and inform on the nuances of pending proposals, cost and budget.
- Performs other duties as required.

Education & Experience: Bachelor of art or science in business administration or a related field and five years of related experience, including a minimum of two years of experience in a position responsible for managing procurement of materials and services in a public or private organization; or a combination of substantially equivalent education and experience.

Special Note: Applicants will be subject to a criminal background check prior to employment. Negative findings may prevent applicant from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer
https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume