

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 17

SALARY RANGE: \$68,796 - \$107,848

POSITION TITLE: PURCHASING AGENT

DEPARTMENT: BUDGET AND FINANCE

REPORTS TO: DIRECTOR OF BUDGET AND FINANCE

SUPERVISES: Limited supervision for procurement and inventory management

POSITION SUMMARY

Perform duties to direct all purchasing of material, equipment and supplies for the St. Louis Metropolitan Police Department, to include major contracts and capital equipment. Responsible for compliance with the policies and procedures adopted by the St. Louis Board of Police Commissioners (the "Board") for purchasing, bidding, and procurement. Develops and implements rules, as necessary and compliant with Board policies, for efficient procurement.

This is an advanced-level classification in the Budget and Finance Department within the St. Louis Metropolitan Police Department. Individuals in this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the Department include responsibility for managing purchasing, bidding, and procurement. Supervision and direction is given by the Director of Budget and Finance.

On a regular and recurring basis this position has full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. This position is held accountable for the performance of procurement operations within the St. Louis Metropolitan Police Department. This level of work interprets and explains individual and collective objectives set by the Board.

FUNCTIONS OF THE JOB

Essential Functions:

- Approve all requisitions for purchase, bid requests, sole source purchases, continuation of bid prices, suggested supplier request and purchase orders.
- Present bid requests to the Board for approval.
- Communicate with division heads regarding the current status of division funds available and purchases pending.

- Maintain all accounting records for purchases
- Compile and analyze raw financial data, in a business format, for presentation to the Board in the decision-making process.
- Continually review the internal controls on purchases made by divisions within the Department.
- Liaison for external auditors and Missouri State Auditor's Office for all purchasing matters.
- Consultation with the Missouri State Auditor's Office prior to changes in accounting procedures.
- Provide continual assessment of financial and accounting standards applicable to the Board's financial service's needs. This includes the bidding for banking services, financial software, auditing and outside consulting.
- Provide the necessary accounting controls promulgated by generally accepted accounting principles in regard to the separation of approval and payment procedures.
- Develops and recommends new and revised rules and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of bidding, purchasing, and procurement.
- Directs department inventory control and purchasing functions; trains employees on inventory control and purchasing policy; counsels employees concerning performance related to the same.
- Ensures compliance with purchasing procedures; resolves questions and problems concerning requests for purchase.
- Determines needs and coordinates with the Budget and Finance Department, vendors and bureaus to establish supply contracts.
- Plans and directs inventory of stocked assets; maintains accountability and conducts periodic physical inventories.
- Reviews and makes recommendations on bureau budget requests.
- Meets with and briefs vendors concerning procedures and methods.
- Manages special projects as assigned.
- Maintains files and records of all inventory and purchasing documentation.
- Other duties as assigned.

Marginal Functions:

- Enter requisitions and adjustments to purchase orders.
- Generate bid summary sheets.
- Process and forward invoices for payment.

QUALIFICATION REQUIREMENTS

Knowledge:

- Bachelor's degree from an accredited college or university with major course work in accounting, finance, or related field preferred.
- Strong knowledge of budget and finance principles.

Experience:

- Minimum of five years' experience of progressively responsible experience in purchasing, bidding, and procurement.
- Public Sector experience preferred.
- Must possess a Valid Missouri Driver's License.

Skills and Abilities:

- Apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to communicate effectively and professionally both written and oral.
- Ability to troubleshoot and solve problems.
- Ability to work independently.
- Ability to exercise discretion regarding confidential information.
- Ability to deal with situations with multiple variables.
- Ability to work with a diverse group of individuals.
- Ability to negotiate.
- Ability to develop business relationships.
- Ability to develop processes and procedures.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
- Telephone
- Cell Phone
- Copier/Fax Machine
- Vehicle

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities. Possibly up to 20 pounds.

Driving a vehicle is required.

The St. Louis Metropolitan Police Department is an Equal Opportunity Employer.

The job description does not necessarily contain all of the actual or essential duties of this position. All job offers are contingent upon passing a medical evaluation/drug screen and criminal background check.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.