

Job Description

Job Title: Purchasing Agent	Date Created: 3/2026
Department: Finance	Date Revised: 3/2026
Job Code:	FLSA: Non-Exempt
Grade: N/A	

Position Description: To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties, just as though they were actually written out in this job description.

Job Title: The Purchasing Agent supports the Finance Director by facilitating procurement activities, managing vendor relations, and ensuring efficient, policy-compliant purchasing service for all city departments.

ESSENTIAL JOB FUNCTIONS:

- Assist in the evaluation of quotes and bid proposals from suppliers for the preparation and processing of purchase orders for goods and services, and ensure all purchases are in compliance with the purchasing ordinance.
- Review and verify purchase requisitions for accuracy and completeness including alignment with account numbers, budget availability, and receipt of department and/or City Council approval.
- Assist departments in preparation of solicitation packages, including but not limited to Requests for Proposals (RFPs), Requests for Qualifications (RFQs), Requests for Bids (RFBs), and Statements of Qualifications (SOQs).
- Communicate with vendors to obtain product information, pricing, and availability.
- Ensure compliance with city-specified policies for purchasing.
- Track and monitor purchases and follow up on open purchase orders.
- Run PO Reports and provide analysis.

- Maintain and update purchasing records and vendor database
- Work as a liaison between the Finance department and vendors to ensure accuracy of vendor's personal and banking information.
- Assist Accounts Payable division with the resolution of vendor billing disputes, shipping disputes, and fraudulent charges on city-assigned purchasing card statements.
- Provide administrative support, including filing, data entry, preparing correspondence, memos and bid documents.
- Assumes duties of the Finance Director in his/her absence as assigned, including conducting bid openings and preparing sealed bid proposals as required by city purchasing policy.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- Three (3) to five (5) years of work experience in public procurement or other field directly related to the essential duties and responsibilities of position;
- Experience preparing and distributing Request for Quote (RFQ) forms and sealed bid proposals preferred;
- Experience working with state and/or federal grant-funded projects, including procurement and compliance requirements;
- Experience dealing with vendors relating to purchasing goods and services;
- Experience with municipal purchasing in Texas
- Or equivalent training, education, and/or experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of common software applications such as Microsoft Office and related financial management software.

- Knowledge of procurement laws, including Texas Local Government Code Chapters 252 and 2254
- Knowledge of insurance required for contracts and an understanding of certificates of insurance, contract compliance agreements, licenses, and tax ID information.
- Familiarity with federal procurement systems and requirements, including SAM.gov registration and compliance.
- Knowledge of Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB) program requirements and reporting.
- Ability to ensure compliance with federal, state, and local procurement requirements related to vendor eligibility and classification.
- Understanding of North American Industry Classification System (NAICS) codes and their application in procurement.
- Skill in completing assignments accurately with attention to detail.
- Skill in data entry and filing, planning and organization and time management.
- Must be a self-starter with demonstrated ability to work independently and perform duties within scheduled time limits.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to exercise judgment and make decisions based on established policies and procedures.
- Experience and ability to positively interact with city staff and vendors.

CONDITIONS OF EMPLOYMENT: Must pass a drug test, driver's license check, and criminal history background check.

PHYSICAL DEMANDS: The work is light work which required exerting up to 35 pounds of force occasionally and/or negligible amount of force frequently or constantly. Employee may be required to carry, hold, lift, push and pull minimum of 35 pounds of computer papers and retrieve records and/or supplies from vault or storage.