

### **Purchasing Agent for the City of West Point Job Description**

It is the Purchasing Agent's primary responsibility to insure that the City of West Point remains in compliance with all State and Federal Purchasing Laws. In order to fulfill this responsibility the Purchasing Agent is required to take and pass the Certified Public Purchasing Agent examination and to attend and receive continuing education as required to maintain this certification and to stay abreast of changes in State and Federal Purchasing Laws.

It is the Purchasing Agent's responsibility to see that the City's purchasing needs are met in a timely and professional manner. The Purchasing Agent must be responsive to all City Department Heads and their assigns for ordering materials needed for each City Department. The Purchasing Agent must be able to unload and receive all material delivered to the Water and Light warehouse. It is important that he have a working knowledge of the materials used by each City Department including special items used by the Water and Light Department.

The Purchasing Agent must demonstrate good written communication skills. They must be able to properly prepare a legal advertisement and requests for bid proposals. They must have good verbal communication skills for telephone ordering of material. It is important that the Purchasing Agent show proficient computer skills including the use of Microsoft Word, Microsoft Excel and other software required to perform his duties.