



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: May 30, 2024
CLOSE DATE: Until Filled

JOB TITLE: Purchasing Agent/Supervisor

PAY RATE: \$22.00/hr. + (based on experience)

DEPARTMENT: Finance

REPORTS TO: Finance Director

SUMMARY: The Purchasing Agent/Supervisor performs under the direct supervision of the Finance and Deputy Finance Director or designee. This position is responsible for the supervision one (1) Inventory Clerk or staff as assigned. This job is a varied administrative and clerical position involving the operation of certain functions and clerical position which apply to one or more department of the City. Work is evaluated through reports submitted and results of work performed.

DUTIES AND RESPONSIBILITIES:

- Maintains all programs of inventory control (computer program).
- Interacts with supervisor, employees and vendors.
- Prepares all necessary monthly reports.
- Files vendor's offers, state purchasing contracts from vendors and state purchasing memos on products available to governmental agencies.
- Adds new vendors to current list, directs vendors calls to proper departments for purchase orders.
- Accepts salesman's catalogs and cards, accepts State Purchasing Contract from awarded vendors.
- Responsible for sending out for quotes for all departments.
- Compiles and summarizes quotes for each department.
- Processes Shell fleet and Xerox payments.
- Orders inventory supplies and issues to departments.
- Assists purchasing agent in bid openings.
- Performs vehicle registration for new and old city vehicles.
- Maintains listing of vehicles with assistance from department.
- Retains listing for City gas cards.
- Conduct periodic inventories and assists in the evaluation of all warehouse controls.
- May be required to attend meetings, training and seminars as needed.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- One (1) year experience in clerical position or other position related to an inventory function.
- Certified Purchasing Officer (CPO) or obtainable within 6 months.

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- Experience working for a municipality.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School Diploma or equivalent.

Purchasing Agent/ Supervisor

Page 1 of 2

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.
- Basic knowledge of computer programs or data entry. Knowledge of all materials, supplies and equipment used by all City departments.
- Ability to learn and evaluate new equipment and systems applicable to municipal government.
- Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public.
- Ability to maintain confidentiality.
- Ability to use independent judgment and work with minimal direction.
- Must be self directed and able to work with minimal supervision.
- Ability to prioritize tasks to meet deadlines.
- Knowledge of accounting practices set forth in General Accounting, Auditing & Financial Reporting
- Knowledge of the State of New Mexico procurement policies and regulations.
- Knowledge of budget preparation and fiscal management.
- Advanced knowledge and skill in using computer systems and software such as Microsoft Word, Excel, PowerPoint and Publisher, on-line databases, spreadsheets, e-mail, and Internet.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is performed in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited physical effort required. Carries 20-75 lbs.
- Some travel may be required.
- Occasionally, evening and weekend work may be required in order to meet deadlines.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director