

THE CITY OF KNOXVILLE  
**CIVIL SERVICE**  
**JOB ANNOUNCEMENT**

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106. Web:www.knoxvilletn.gov

**3058 Assistant Purchasing Agent 2/19/2020**

(Entry-Level and Promotional)

Drug testing may be required

**ENTRY-LEVEL SALARY:** \$51,826.00 annually

**PAY GRADE RANGE:** \$51,826.00 - \$78,931.00 annually (Pay Grade 9)

***The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.***

**Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.**

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents **MUST** be submitted online by **4:30 p.m. on: Monday, March 2, 2020.**

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email [Lpeck@knoxvilletn.gov](mailto:Lpeck@knoxvilletn.gov) before the posting deadline.

---

**JOB DESCRIPTION: Please See Attached Position Description**

---

**MINIMUM REQUIREMENTS**

**Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.**

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Graduation from a CHEA accredited four-year college or university in with a degree in purchasing & materials management, business administration, public administration, or a related field.
- Two (2) years of progressively responsible business experience in a government or large organization.
- One (1) year of experience in a managerial/supervisory position with a large organization.

**NOTICE: Due to the fiduciary nature of this position, applicants are subject to a formal credit investigation prior to final selection and appointment. Credit reports for this purpose will be obtained by the City of Knoxville from the CBI/Equifax national reporting agencies**

---

**EXAMINATION**

Applicants meeting the minimum qualifications will be scheduled for the WRITTEN TEST (100% of final score). Test components include: ***Interpersonal skills, Business background and procurement knowledge, Effective oral and written communication, Supervisory practices and techniques, Computer usage, and Mathematics. Calculators will be provided for your use.***

***Note: Background checks will be conducted.***

**AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE**

**The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.**

**POSITION DESCRIPTION**  
City of Knoxville

<b>Class Title:</b> Assistant Purchasing Agent	<b>Working Title:</b> same	<b>PCN:</b>
	<b>Incumbent:</b> vacant	<b>Revised:</b> 3/15/07

**GENERAL DESCRIPTION**

Under general direction, performs administrative and supervisory work in the operation of the City's Purchasing Division. Responsible for coordinating with vendors and departmental officials concerning procurements, contracts, shipping, receiving, and invoicing processes for products and services as well as the disposition of surplus equipment and property. Some tasks include: preparing, tracking, and providing reports to the Purchasing Agent concerning the Purchasing Division's operating budget, assisting the purchasing agent in checking Buyer's invitation to bids and requests for proposals; supervising the mailroom operations, and general managerial oversight of the purchasing division employees. Performs other duties as required.

**ESSENTIAL FUNCTIONS**

Serves as the purchasing agent in his absence.

Works with both vendors and various City Departments to procure supplies, services, and equipment by processing requisitions into valid purchase orders.

Supervises the City's mailroom (2 employees) by assigning workload, monitoring progress and solving problems as needed.

Assists City Department representatives with day-to-day needs (questions regarding procurements).

Prepares, tracks, and provides reports to the Purchasing Agent concerning the Purchasing Division's operating budget.

Helps departments negotiate the terms of contracts with vendors & iron out the details of both Invitations to Bid and Requests for Proposals.

Chairs pre-bid meetings and pre-proposal meetings with various vendors and City departments and chairs selection committee meetings as required.

Assists the Purchasing Agent in checking buyer's Invitation to Bid, purchase orders and Requests for Proposals with regards to quality control.

Oversight of the Oracle Inventory System for the Print Shop.

Special projects and reports as needed.

Purchase Card Program Administrator: Reconciles monthly credit card bills for the entire City and audits expenditures to ensure transactions comply with City policies and procedures. Management of the Purchase card program also includes requesting new cards, canceling cards, changing purchase limits to coincide with department needs, transaction research and preparation of audit reports.

Performs related work as required.

**MARGINAL FUNCTIONS**

None

**KNOWLEDGE, SKILLS, AND ABILITIES**

Interpersonal Skills. Must be able to get along well with others by exercising tact and professionalism even when involved in stressful negotiations.

Supervision. Must be able to supervise and manage employees with regard to work assignments, quality control and providing direction.

Effective oral communication. Must be able to communicate well with persons from all walks of life (i.e. vendors, city department heads, and Purchasing Division employees).

Effective written communication. Must be able to prepare written correspondence to various departments and vendors.

Business Background Knowledge. Must have general understanding of business, accounting, finance, and contractual law.

**KNOWLEDGE, SKILLS AND ABILITIES (cont.)**

Knowledge. Must have experience with organizational procurement and be able to exercise sound judgment with regard to procurements.

Mathematical skills. Must be able to effectively add, subtract, multiply, divide, and determine percentages and develop financial projections.

Computer literacy. Working competency with MS Word, Excel, PowerPoint, and the use of email with attachments. Must also have the ability to learn the City's Oracle Financial Software.

**PHYSICAL REQUIREMENTS**

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, or 10 pounds (or less) or force frequently, in order to lift/carry, push/pull or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MENTAL REQUIREMENTS**

Uses logic and/or scientific thinking to define problems, collect and analyze information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Civil Service office for review upon request.

**MINIMUM REQUIREMENTS**

Graduation from an accredited four year college or university in with a degree in purchasing & materials management, business administration, public administration, or a related field.

Two (2) years of progressively responsible business experience in a government or large organization.

One (1) year of experience in a managerial/supervisory position with a large organization.