

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Budget and Purchasing Specialist*  
**Department:** *Public Works*  
**Reports to:** *Director of Public Works*  
**Status:** *Non-exempt/Non-union*

#### **Job Summary:**

The Budget and Purchasing Specialist is responsible for managing and facilitating Public Works and designated City-wide purchasing, fleet management, contract administration related to central purchasing and equipment and fleet rental and purchasing.

#### **Essential Job Functions:**

1. Assists Director in overseeing and managing the bi-annual operating and capital budgets for the Public Works Department and participate in implementing the adopted budget. Plan and carry out budget procedures for the Department including monthly monitoring of department expenditures and revenues and regularly communicate status to management.
2. Analyze, review and evaluate line item and program budget submittals for divisions and associated funds; ensure compliance with prescribed budget procedures and instructions; make recommendations regarding budget proposals and cost allocations.
3. Prepare and recommend proposals and contracts, agenda items, and supporting information; explain policies and procedures; and gives advice on management issues related to purchasing and budget.
4. Compile and compute monthly equipment distribution for Departments. Maintain historical records for vehicles and equipment. Establish a schedule of vehicle, equipment and computer replacements.
5. Assign, maintain, and validate vehicle fuel user cards; monitor and audit cards and reports as needed.
6. Provide expertise on bidding regulations and ensure that the City remains compliant to all bidding rules and regulations, equipment rental and software, preparing requests and bid specifications, recommending awards and issuing purchase orders. Oversee the centralized purchasing functions of the City; recommend and administer policies and procedures.
7. Collaboratively work with Department Heads to determine their equipment needs.
8. Day to day administration of specialized data bases on contribution accounts for all city vehicles and equipment.
9. Day to day administration of all purchasing contracts.
10. Reserve and otherwise schedule City vehicles and equipment for general governmental usage.
11. Prepare for departments, cost information on repairs, cost of new/used vehicles and equipment and information necessary to prepare bid specifications.
12. Prepare and bill out work performed by mechanics, materials, fuel, insurance, etc. for all City vehicles and equipment. Maintain records to utilize warranty work and collection back to the departments.
13. Function as a member of the Public Works administrative team, act as backup for administrative and office functions; assist on plans and proposals, facilitation and coordination of day-to-day public works, equipment, purchasing, and finance functions.
14. Train and orient staff to the use of the maintenance management software, and develop staff capability to include ad-hoc report writing, reports, and responses to specific data needs; and serve as the department's liaison with IT resources.
15. Prepare, process and issue requisitions, purchase orders, quotations, requests for proposals, bids and other documents; assist departments and vendors on bid regulation processes and products; attend bid openings, ensure compliance with bid regulations, tabulate data for terms and price, and recommend award of bid contracts.
16. Review contract documents for completeness and accuracy, and process, audit and ensure appropriateness of progress payments. Research and verify the accuracy of packing slips, invoices and approve the payment for Equipment Rental and Purchasing.
17. Perform a variety of general office, database, and accounting duties in support of purchasing and equipment rental. Contact vendors to obtain quotes for stock and special order items; research availability, quality, and price of vendors, new products, equipment and supplies; prepare summary documentation. Maintain computerized logs and records relating to purchases, procurement and stores. Maintain vendor contact, evaluate performance and make recommendations as necessary.

18. Prepare a variety of correspondence and data systems such as work orders, letters, memorandums, purchase orders, requisitions, agenda bills, specifications, forms, invoices, etc.
19. Provide input for preparation of the Equipment Rental and Shop Facility budget to include City-wide purchasing and vehicle replacement. Monitor budgets and reports problems to Director and divisions.
20. Maintain a computerized inventory control system for general office supplies, central stores, equipment and supplies, and the City's fixed assets. Purchase general items based on need. Arrange for the disposal of surplus City inventory and assets, including auctions.
21. Maintain strict confidentiality of information, data and materials handled.
22. Establish and maintain effective and cooperative working relationships with co-workers, supervisors, other City departments, vendors, the public and public officials using good judgment to respond to inquiries and resolve concerns in a positive and timely manner using tact and courtesy, sometimes under stressful situations.

**Associated Job Functions:**

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of and ability to interpret, apply and explain City purchasing policies and bidding regulations and ability to work in compliance with Federal, State, and local laws, codes and regulations applicable to bidding procedures and purchasing operations.
- Knowledge of accounting and budgeting procedures.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Mathematical skills and ability to analyze recognize and report on potential department budget issues.
- Organizational skills and ability to prioritize work, multi-task, deal with interruptions, last minute changes and rigid deadlines.
- Strong customer service skills and ability to facilitate and coordinate day-to-day shop, field, and crew activities.
- Good oral and written communication skills.
- Ability to learn to interpret complex equipment specifications, and analyze and evaluate differences in bids.
- Ability to evaluate quality and price of products to recommend suitability of goods and alternatives offered.
- Ability to research, organize and compile data into meaningful reports.
- Ability to work independently with minimal supervision to meet broad work expectations.
- Ability to learn specialized City and departmental software, transfer data from software system to system using an interface, and train other employees on computer usage.
- Maintain and troubleshoot department computer network.

**Working Environment and Physical Demands:**

Work is performed in an office and warehouse environment with day-to-day travel to other City locations. Work requires a normal range of hearing and visual acuity, eye/hand coordination and fine manipulation skills to operate a personal computer, telephone system, and other equipment, as well as the ability to sit for extended periods of time, to use a computer and to walk throughout the facility including climbing stairs. Work requires the ability to move up to 25 pounds.

**Experience and Training Requirements:**

- Bachelor's Degree or equivalent in a combination of office management, purchasing, accounting, data systems/IT, administrative, secretarial, and/or business skills, or Associates Degree in accounting or business *plus* certification as a Certified Public Purchasing Buyer (CPPB), *and*
- Four years of progressively responsible administrative and purchasing experience, preferably in a public works environment, with equipment rental related functions.
- Proficient computer operation skills and experience with a variety of software programs including Microsoft products, database, customized and menu-driven programs.
- Must pass background check to be bondable.
- Valid Washington State driver's license or otherwise establish the ability to perform the job in an equally efficient manner without driving.
- Must pass driver's abstract check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.*

Established: from Equip/Purch Coord, Budget/Purchasing Spec.  
Revised: PW/HR 1/11, HR 3/12, HR 3/13, HR 8/14

FLSA: Non-exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.