

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Qualified Purchasing Agent

Full Time  - Salary Grade: Confidential - III -  
Manager

Division: Administration

Effective Date: 10/23/2018

Prepared by: R. Vitale

Approved by: D. Helmer

**Position Charter:**

Reporting to the Deputy Executive Director, is responsible for managing the purchasing functions of the Park Commission in compliance with New Jersey Local Public Contracts Law as well as with Park Commission Policies/Procedures, regulatory requirements, and the authorized Park Commission Budgets.

**Essential Functions:**

- Manages the Park Commission purchasing function in compliance with the New Jersey Local Public Contracts Law and/or other applicable state & federal laws, and established Park Commission policies and opinions and recommendations issued by the Auditor and Park Counsel serving as the authorized Purchasing Agent for the Park Commission.
- Develops, communicates and implements an annual public contract bid schedule.
- Prepares public bid contract documents with Divisional Directors, Managers and Superintendents.
- As required, reviews contract documents with Park Commission Counsel.
- Prepares, distributes, and verifies publication of required legal notices for public purchasing.
- Schedules, receives & open bids, competitive contracts, and request for proposals.
- Serves as Public Agency Compliance Official (P.A.C.O.) for Affirmative Action and Public Contracts.
- Coordinates prequalification of prospective bidders for local public works contracts.
- Manages the public bidding process assuring compliance with prescribed procedures.
- Coordinates the recording of bids and the evaluation of the bids with appropriate staff, ensuring that all required documentation and procedures are in compliance with bid specifications and the Local Public Contract Law.
- Prepares Resolutions for the Park Commission's award of contracts.
- Prepares notification of awards and the execution of contract documents.
- Verifies proper receipt of all contracted goods and services and processes all appropriate payments.
- Maintains complete files for all contracts and purchases.
- Provides for adequate follow-up and resolution of problems related to the purchasing function.

- Manages the implementation of the Park Commission Uniform Policy and Procedures through the procurement and issuance of staff uniforms.
- Assists in the preparation of the annual Operating Budget and monitors the effect of purchases on the allocated balances.
- Assists in the acquisition of goods and services through State, County, & National Cooperative Purchasing Contracts.
- As needed, participates in the administrative functions required for Park Commission meetings and prepares resolutions for adoption at the Park Commission meeting.
- Monitors trends in public purchasing and makes recommendations to improve efficiency and cost effectiveness in Park Operations.
- Makes recommendations or offers alternative procurement methods to secure goods and services.

**Other Functions:**

- Educates staff on how to comply with the New Jersey Local Public Contracts Law.
- Prepares correspondence and responds to telephone inquiries.
- Assists in the coordination of administrative support functions and projects, as required.
- Assists with the overall Customer Services needs of the Park Commission.
- Assists as needed with the overall word processing and data operations for the Park Commission.
- Prepares reports as required.
- Performs other functions as assigned.

**Qualifications:**

- Certification as a New Jersey Qualified Purchasing Agent or possession of other certifications and/or experience with the capability of achieving Qualified Purchasing Agent status within one (1) year.
- Baccalaureate or equivalent degree from an accredited institution of higher learning in Business Administration, Accounting, Finance or other related field.
- Minimum of two years of experience in an administrative operation requiring the use of automated systems i.e. Municipal Software Inc. (MSI) or Edmunds.
- Minimum of two years of direct organizational purchasing experience.
- Possession of a working knowledge of the New Jersey Local Public Contracts Law.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products, specifically Excel & Word.
- Ability to act independently and to respond to problematic situations in an effective manner to resolve issues.
- Ability to respond to customer and Park Commission needs in a flexible and timely fashion.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of

attention to detail.

- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.