CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 02/26/14

Subject: Change to FLSA Status of the Purchasing Agent

REQUEST:

The Human Resources Department requests that the Gautier City Council approve changing the FLSA status of the Purchasing Agent from non-exempt (hourly) to exempt (salary).

DISCUSSION:

The Purchasing Agent position meets all applicable salary and duties test to qualify for exempt status under the Fair Labor Standards Act. The change is needed to facilitate the duties of the Purchasing Agent position such as attendance at council meetings, purchasing during local and state emergencies, after hours emergency purchasing, etc. The City Attorney has reviewed the job description and duties of the Purchasing Agent and approves of the change in status.

Upon approval, this change will go into effect with the pay period beginning March 8, 2014. There is no financial impact with this change.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Staff recommends approval of this change.

City Council may:
1) authorize the proposed status change as presented;
2) authorize the proposed status change with additional changes;
3) disapprove the proposed status change as presented.

ATTACHMENT(S):

Job Description/Purchasing Agent

PURCHASING AGENT

Department:	City Clerk Department	**Pay Grade:**	10 (Schedule 2080)
Reports To:	City Clerk	**Exempt (Y/N):**	~~N~~ Y
Competitive (Y/N):	N		

SUMMARY:

Coordinates activities involved with procurement of goods and services such as raw materials, equipment, tools, parts, supplies, and advertising, for organization by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

- Responsible for processing all requests for purchases for all departments within the City, with the primary objective being to obtain the best quality products for the City at the best price.
- Develops purchasing policies and formulates and maintains associated procedures.
- Procures materials, supplies, capital equipment and contract services according to established practices of cost containment and quality.
- Confers with division and department heads to determine purchasing needs and draft specifications.
- Makes purchases directly on items obtained through letter bids.
- Approves purchase contracts up to determined limit pursuant to MS Code § 31-7-13.
- Analyses bids for goods and services and make recommendations.
- Researches for methods to improve procurement activities to ensure the City obtain the best possible prices on purchases.
- Makes recommendations on selection of suppliers based on interviews with sales vendors, consideration of delivery dates and prices, visits to vendor suppliers and ability to resolve problems of shortage and improper orders.
- Maintains records of purchases and contracts in order to optimize opportunities for improved sources, distribution of business, prices and terms relative to changing economic conditions.
- Coordinates post award documentation and activities.
- Maintains files of current catalogs and specifications.
- Establishes procedures and supervises the annual physical inventory.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Perform any related work as required and any other duties assigned by the City Clerk.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Working knowledge of modern governmental purchasing theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial and purchasing applications; some knowledge of public finance and fiscal planning.
- Knowledge of city rules and regulations, policies and procedures.
- Knowledge of the various grades and qualities of equipment and supplies being purchased, the source of supply and current price trends.
- Knowledge of accounting practices and procedure, especially as they relate to government purchasing.
- Ability to prepare clear and concise report.
- Ability to speak and write effectively.

- Ability to exercise good judgment and make decisions.
- Ability to establish and maintain effective working relationships with employees, city officials; and ability to communicate effectively, orally and in writing.
- Must maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

An Associate's degree (A.A.) from a two-year college with a minimum of three (3) years of related work experience in modern governmental purchasing principles, methods and procedures; or High School diploma or (GED) equivalent with a minimum of six (6) years' experience in modern governmental purchasing principles, methods and procedures. Must be proficient in Microsoft Office Suite and AS400.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (RULE 4, SECTION 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Veneice Barnett

From: Josh Danos <JDanos@dwwattorneys.com>
Sent: Wednesday, February 26, 2014 11:49 AM
To: vbarnett@gautier-ms.gov
Cc: Jason Pugh
Subject: RE: Purchasing Agent FLSA Status Change Agenda Item for March 4, 2014

Subject to my previously-voiced caveats, I would approve such a change in status.

From: Veneice Barnett [mailto:vbarnett@gautier-ms.gov]
Sent: Wednesday, February 26, 2014 11:39 AM
To: Josh Danos
Cc: Jason Pugh
Subject: Purchasing Agent FLSA Status Change Agenda Item for March 4, 2014

Good morning Josh,

Would you please review the attached agenda item for legal sufficiency and respond approved or disapproved?

Thanks,
Neicey

Veneice A. Barnett
Human Resources Generalist
City of Gautier
3330 Highway 90
Gautier, MS 39553
P: (228) 497-8000 Ext. 308
C: (228) 219-7534
F: (228) 497-8028
Email: vbarnett@gautier-ms.gov
Website: www.gautier-ms.gov