

ASSISTANT PURCHASING AGENT

DEPARTMENT: Purchasing
LOCATION: Warehouse

GRADE: H10 non-exempt
DATE: August 15, 2025

GENERAL PURPOSE:

Responsible for assisting the purchasing agent in purchasing supplies, equipment, and materials for City of Iola departments and performing maintenance on buildings and grounds.

SUPERVISION RECEIVED:

Works under the supervision of the Purchasing Agent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the purchasing agent in his duties.
- Reviews and examines purchase requests from other departments.
- Assists in purchasing supplies, equipment, and materials for departments of Iola City government.
- Receives vendor invoices, approves, and bills to appropriate department budgets.
- Assists in writing bid specifications for supplies, materials and equipment required by the City.
- Accounts for inventory utilities and warehouse departments and assists in maintaining records of ordered supplies.
- Converse with salespersons.
- Calls in the Kansas One-Calls, organizes and coordinates with each department.
- Performs semi-skilled building maintenance such as painting, plumbing, carpentry.
- Performs grounds maintenance such as mowing and trimming.
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Performs custodial work such as required and assigned, including; change light bulbs and fluorescent tubes; sweep floors; mop; buff non-carpeted areas; dump garage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; clean spills; tables, walls, fixtures, blinds, light fixtures; etc. dust furniture; wash windows.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Opens and closes (locks and unlocks) facilities as needed.
- Performs related work as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from a high school or GED equivalent.
- Experience in connection with the purchasing of supplies for medium size organization or any equivalent combination of education, which the person can derive knowledge of purchasing practices and product knowledge.

Necessary Knowledge, Skills and Abilities:

- Ability to establish and maintain an effective working relationship with supervisors and city workers.
- Knowledge of the organization and administration of a system of centralized municipal purchasing.
- Knowledge of modern purchasing practices.
- Knowledge of laws, ordinances and regulations in conjunction with the City's purchasing policy.
- Working knowledge of all departments purchasing needs.
- Working knowledge of computers (word and excel).
- Some knowledge of equipment, materials and supplies used in building and grounds maintenance; working knowledge of equipment and supplies used to do repairs; working knowledge of first aid and applicable safety precautions.

- Ability to work independently and to complete daily activities according to work schedule.

SPECIAL REQUIREMENTS:

- Should be aware of safety regulations.
- Valid Kansas State driver's license and clean MVR.
- Subject to City of Iola Drug and Alcohol Policy.
- Must have telephone service for emergency contact.

TOOLS AND EQUIPMENT USED:

Personal computer, typewriter, phone, two-way radio, fax, copy machine and various office equipment. Vehicles, forklift, lawn mowers, trimmers and misc. warehouse equipment.

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 regularly required to use fingers and hands to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is required to talk, hear, and smell. The employee is required to walk, stand, sit, climb or balance, stoop, kneel, crouch, and/ crawl. The employee is required to frequently walk/climb stairs and ladders. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee occasionally works near moving vehicles and is occasionally exposed to heat, wet and/or humid conditions, fumes or airborne particles. The noise level in the office work environment is usually quiet, while the fieldwork environment may be moderate to loud.

SELECTION GUIDELINES

A City of Iola application form must be fully completed and submitted to Human Resources before consideration for this position. Applicants are required to participate in an oral interview, reference check, past employment verification, and rating of education and experience as part of the selection process. Applicants may be subject to participate in job related tests, such as written assessments, physical agility tests, psychological examination, or polygraph tests. The selected applicant is required to submit to a background check, pre-employment drug screen, and pre-employment physical examination. An appointee to this position is subject to, the satisfactory, completion of probation period. Duties listed above are intended only as illustrations of the various types of work performed. Omission of specific duties does not exclude them from the position if the work is similarly related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.