

Job Description – City of Burleson

Job Title: Purchasing Agent
 Department: Administrative Services
 Pay Grade: Range 29
 FLSA Category: Exempt
 Schedule: 40 hours per week with after hours as required.
 Date Revised: October 2025
 Approvals:

HR:		CMO:	N/A
DIR:		CMO:	N/A

The City of Burleson is seeking a customer-focused procurement professional to join our Purchasing Division. This position offers the opportunity to support departments citywide in obtaining the goods and services necessary to deliver exceptional public service, while ensuring transparency, compliance, and best value for taxpayers.

PRIMARY DUTY:

The Purchasing Agent, reporting to the Purchasing Manager, provides professional purchasing support to City departments and vendors by coordinating procurement activities, ensuring compliance with City policies and applicable state laws, and facilitating citywide purchases in accordance with established procedures. Responsibilities include processing requisitions, issuing purchase orders, verifying vendor information, and developing and facilitating competitive solicitations based on departmental needs.

This position also serves as the Purchasing Division's website liaison, maintaining and posting all purchasing-related information to ensure transparency and accessibility for vendors and the public. The role may be assigned special projects that enhance operational efficiency or compliance and does not provide direct supervision of other employees.

ESSENTIAL DUTIES:

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H =Heavy (50-100 lbs) ; VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
S	Maintain current knowledge of local, state, and federal laws. Assist in training other departments on current and/or new procurement-related laws, policies, and procedures.
S	Provide friendly and responsive customer service to both internal and external customers, addressing purchasing inquiries, resolving issues, and communicating relevant information to support informed and compliant purchasing decisions.
L	Facilitate the formal competitive solicitation process (e.g., Invitations to Bid, Requests for Proposals) by assisting departments in developing specifications and scopes of work, establishing schedules, issuing addenda, conducting pre-bid meetings and openings, and explaining requirements to vendors. Utilizes the City's e-procurement system, Bonfire, to publish solicitations, review and evaluate proposals for compliance with stated specifications and conditions, and recommend contract awards to City Council in accordance with City policy and the Texas Local Government Code.

L	Facilitate the disposal of surplus city property by coordinating citywide auctions, working with departments to determine residual value, arranging transfers or other appropriate disposal methods in accordance with City policy and state law.
S	Administer procurement contracts by working closely with the City's Legal Department to determine the most appropriate contract method and by assisting departments in managing contract compliance (including signature authority), verifying insurance and bond requirements, and maintaining effective vendor relationships.
S	Review and authorize departmental purchase requisitions for completeness and accuracy, determines the appropriate procurement method based on cost, delivery requirements, existing contracts, and statutory thresholds, assists departments in selecting suppliers, and directs the issuance of purchase orders.
S	Assist in the administration of a P-card program through training cardholders, issuing cards, reviewing reports, providing oversight and identifying potentially fraudulent practices. Additionally, provide support to cardholders with authorization and/or payment issues, and lost or stolen cards.
S	Analyze encumbrance and expenditure data to support data-driven decision-making, assisting departments and Finance staff in monitoring purchasing activity and contributing to the annual budget process.
S	Perform special projects and other duties as assigned.
L	Regular scheduled attendance at the work site is required.

SUPERVISORY RESPONSIBILITIES:

- This position has no supervisory responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of up-to-date governmental purchasing principles, methods, procedures.
- Knowledge of federal, state, and municipal purchasing laws and procedures.
- Skill in the use of personal computer and word processing and spreadsheet software applications.
- Skill in technical specification writing, and the ability to communicate effectively and efficiently on a professional level.
- Ability to read and interpret laws and other regulations relevant to the performance of assigned duties.
- Ability to work independently with limited supervision.
- Ability to create and present reports on recommendations to city management on items such as competitive solicitations, vendor management, encumbrance data, p-card program and purchase order information.

EDUCATION AND EXPERIENCE:

Required

- Bachelor Degree in Business, Finance, Accounting or related degree
- Two (2) years of experience in local government procurement
- Any combination of education, experience and training that provides the necessary knowledge, skills and abilities will be considered.

Preferred

- Experience with Tyler Munis ERP and/or Bonfire/Euna e-Procurement platform
- Certified Public Procurement Buyer (CPPB), Certified Public Procurement Officer (CPPO), or NIGP-CPP certification is preferred

ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:

- Work is performed primarily in a climate-controlled office environment.

TOOLS AND EQUIPMENT USED:

- Computer, keyboard, mouse, printer, copier, scanner, calculator, telephone, postage machine, postal scale and other basic office items.

DESCRIPTION OF PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

Physical Demand	Frequency	Description of Demand
Standing/Walking	O	On carpet or tile floors.
Sitting	F	Primary work position at a standard desk with an adjustable office chair.
Lifting/Carrying	R	Small boxes of supplies and paper weighing less than 5 pounds
Pushing/Pulling	O	To open and close filing cabinet drawers.
Reaching	R	Into filing cabinets and on shelves to store or retrieve documents and supplies.
Fine Dexterity/Handling	F	To use the computer, typewriter and calculator and writing.
Crouching/Crawling	R	To plug in computer, typewriter, calculator, etc.
Twisting	F	Working around the desk in standard office activities.
Kneeling	O	To retrieve documents from lower shelves and bottom drawers of file cabinets.
Vision	F	To read and prepare paperwork.
Hearing/Talking	F	To speak with citizens and employees on the phone and in person.
Foot Controls	O	Driving a car.

DESCRIPTION OF NON-PHYSICAL DEMANDS:

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time);
O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

<u>O</u> Time pressures	<u>R</u> Emergency situations
<u>R</u> Irregular schedule	<u>R</u> Danger/physical abuse
<u>F</u> Frequent change of task	<u>R</u> Noisy/distracting environment
<u>C</u> Working closely with others as part of a team	<u>O</u> Tedious exacting work situation
<u>C</u> Performing multiple tasks simultaneously	

Other: _____

Applicant Notes:

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided but does not take the place of a completed application