

CITY OF CHATTANOOGA

Classification Specification Title: Purchasing Requisitioner

Department: Purchasing

Pay Grade: GS.07

Supervision Received From: Dep. Chief Procurement Officer

FLSA Status: Non-Exempt

Supervisory Responsibility For: N/A

Established: 7/01/22

**Revision Dates: 4/4/25;
5/24/24; 10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for serving as liaison between various departments and purchasing. Duties include: consulting with departments regarding requisition strategies, purchase requisition development, receiving for departmental purchases, acting as primary internal department support; acting as primary vendor contact; assisting Accounts Payable in invoice discrepancies, PO life cycle management, and serving as a contact for the City's procurement software, including training and troubleshooting. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Purchasing Requisitioner is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Serves as a primary point of contact on requisition matters; assuming the liaison role between the departments, vendors and/or purchasing, and helps in identifying the most favorable sourcing methods.

Requisitioners will support the management of multiple activities across the lifecycle of the Purchase Order. This potentially includes creating requisitions, amending requisitions, entry of requisitions, requisition reporting, receiving and tracking requisitions, monitoring open requisitions and resolving issues.

Ensure part descriptions are accurate and contain adequate logistics requirements and definitions on each requisition.

Assist turnarounds with the submittal of complete and accurate material and service purchase requests; help to train site personnel on submitting accurate requests.

Expediently resolves requisition issues by speaking directly with the departments and purchasing and follows up with documenting via email.

Monitors requisitions in the buyer's area to ensure requisitions are assigned to buyers.

Performs data entry to close out purchase orders and then maintain accurate records and logs of closed purchase orders.

Expedite material as required.

Serves as a liaison between internal departments and vendors.

Conducts follow-ups on orders to ensure receipt of items ordered in a timely manner and to resolve problems; integrates performance data into contract administration.

Assists in preparing a variety of reports related to progress, vendor performance, and/or other related procurement items.

Facilitates or attends a variety of meetings with staff, suppliers, contractors, vendors, and/or other interested parties.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

An Associates degree in Business Administration, Accounting, or related field with two (2) year's experience in purchasing activities is preferred, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

KNOWLEDGE AND SKILLS:

Knowledge of procurement principles and practices; negotiation techniques; specification research and preparation methods; supply sources; customer service principles; conflict resolution principles; and of applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Skill in using a computer and related software applications; researching, analyzing and interpreting applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; reading, interpreting, and analyzing bids and purchasing documents; expediting

purchases; performing mathematical calculations; providing customer service; conducting negotiations; exercising informed and sound judgment; solving problems; and collaborative and professional communication and interpersonal skills, as applied to interaction with coworkers, supervisor, vendors, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.