

To: Members  
Dunwoody City Council

From: Eric Linton  
City Manager

Re: Ratification of Creation of Purchasing Coordinator Position

Date: January 12, 2026

### **Action**

Adopt an amended compensation chart to include the position of Purchasing Coordinator adopted at the December 18, 2205 meeting.

### **Summary**

During their December 18, 2025, meeting, the Mayor and City Council authorized the City Manager to establish a position, pay grade, and job description for the position of Purchasing Coordinator. This delegation was done to ensure this position could be filled at the start of the year.

This item's action is to ratify the amended compensation chart to include the position of Purchasing Coordinator, effective back to December 18, 2025 and include it in the minutes of the City.



TITLE: Purchasing Coordinator  
 DEPARTMENT: Finance & Administration  
 FLSA STATUS: Exempt

#### JOB SUMMARY:

Under the direction of the Purchasing Manager, the Purchasing Coordinator is responsible for leading and performing a variety of advanced activities related to procuring supplies, materials, services, and equipment through the formulation, review, and facilitation of formal/informal solicitations in accordance with established City purchasing policies and procedures; provides highly responsible and complex contract administrative functions; and oversees and maintains effective vendor relations. The Purchasing Coordinator also reviews procurement and purchasing actions by City departments for compliance with all applicable codes, laws, and regulations.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Purchasing Manager with establishing and maintaining competitive supply sources through formal/informal solicitation procedures; negotiating pricing, terms, and conditions; following through on agreed upon issues and issuing purchase orders and master agreements for City supplies and services.
- Assists the Purchasing Manager with reviewing incoming purchase requisitions and processing them in a timely manner; drafting, inputting, issuing and revising purchase orders and master agreements as necessary.
- Assists the Purchasing Manager with preparing and/or reviewing complex specifications for the formal/informal solicitation process; receiving, reviewing, and editing solicitation documents for compliance with specifications; suggesting changes; creating, reviewing, and placing legal notifications in compliance with local, state and federal laws as well as applicable regulatory policies and procedures; maintaining file of newspaper advertisements related to formal/informal solicitations.
- Assists the Purchasing Manager with overseeing the public opening for formal solicitations.
- Assists the Purchasing Manager with evaluating formal/informal solicitations; receiving, recording, reviewing, and requesting corrections; scheduling, conducting, and documenting the solicitation process; participating in the negotiation of contracts issued as a result of solicitation selection.
- Assists the Purchasing Manager with leading and participating in the City's contract administration process including reviewing work orders and invoices to ensure compliance with contract terms and conditions.
- Assists the Purchasing Manager with overseeing and maintaining effective relationships with the City's vendors subject to the City's purchasing policies and procedures.
- Serves as a procurement card coordinator.
- Assists the Purchasing Manager with creating and maintaining the City's vendor database, including verification of State registrations, business licenses, and addresses in order to establish authorized vendor status.
- Assists the Purchasing Manager in providing training and education to other departments on purchasing policies and procedures.
- Provides assistance to management staff; participates in special projects as assigned; participates on and provides support to a variety of committees and



groups; prepares and presents staff reports and other correspondence as appropriate and necessary.

- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal budgeting, public procurement and purchasing, public administration, and related fields; incorporates new developments as appropriate.
- Follows and monitors purchasing laws and regulations.
- Develops and recommends new systems and procedures relating to purchasing activities.
- Assists with monitoring the inventory levels of basic office supplies housed for general use by all employees; forecasts future needs to avoid low inventory or overstocking; recommends appropriate purchases to the Purchasing Manager.
- Will be required to perform other duties as requested, directed or assigned.
- Regular attendance and punctuality are essential requirements of the job.

#### ASSOCIATED DUTIES:

- Attends conferences, seminars and workshops related to the Purchasing Coordinator's duties and responsibilities.

#### MINIMUM QUALIFICATIONS:

##### Education and/or Experience

- Bachelor's degree in Business Administration, Accounting, Finance, Economics, or related field from an accredited college or university is required.
- Minimum of three (3) years of professional increasingly responsible experience in a purchasing-related field is preferred. Experience with a public sector employer is highly desirable.
- An equivalent combination of education and experience may be acceptable.
- Professional certifications such as Certified Public Procurement Officer (CPPO), Certified Public Procurement Buyer (CPPB), Certified Purchasing Manager (CPM), or related certification are highly desirable.

##### Necessary Knowledge, Skills, and Abilities

- Knowledge of operational characteristics, services and activities of a public purchasing and contracts program.
- Knowledge of principles and practices of negotiating contracted services.
- Knowledge of principles and practices of program development and administration.
- Knowledge of methods and techniques of negotiating and evaluating purchased services.
- Knowledge of market trends and conditions.
- Knowledge of federal, state, and local rules and regulations governing a municipal purchasing program.
- Knowledge of best business practices, markets, federal and state purchasing laws, City ordinances, purchasing policies and procedures and public purchasing ethics.
- Knowledge of cost benefit analysis.



- Knowledge of materials, supplies and equipment typically used in municipalities and the source for such products.
- Knowledge of governmental purchasing and contract administration.
- Knowledge of financial and purchasing technology systems.
- Knowledge of modern office practices, equipment, methods and procedures.
- Knowledge of personal computers and computer software applications.
- Ability to understand and carry out complex verbal and written instructions.
- Ability to communicate clearly and effectively, verbally and in writing.
- Ability to participate in the management of a comprehensive public purchasing and contracts program.
- Ability to manage multiple projects and deadlines.
- Ability to evaluate the quality and price of products to judge suitability of goods and alternatives offered.
- Ability to analyze, evaluate and modify purchasing methods and procedures.
- Ability to maintain accurate records and controls.
- Ability to prepare clear, concise, and accurate documents and financial reports.
- Ability to analyze problems, identify solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to research, analyze and evaluate new service delivery methods and techniques.
- Ability to interpret and apply federal, state and local policies, laws and regulations.
- Ability to develop and maintain effective working relationships with officials, employees, state and federal authorities, civic leaders and the public.
- Ability to deal tactfully and courteously with employees and the general public.
- Ability to exercise independent judgment.

#### 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; talk and hear; use hands and fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Tasks may involve extended periods of time at a keyboard or workstation.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- While performing the duties of this job, the employee sits in an office environment and operates office equipment.

**COMPENSATION CHART**

<b>Grade</b>	<b>Department</b>	<b>Title</b>	<b>Fulltime</b>	<b>Salary Minimum</b>	<b>Salary Midpoint</b>	<b>Salary Maximum</b>
101	Police	Prisoner Transport Officer	2	\$39,260	\$51,037	\$62,815
103	City Manager	Administrative Assistant I	1	\$45,793	\$59,530	\$73,267
104	Public Works	Administrative Assistant II	1	\$49,456	\$64,294	\$79,130
104	Finance	Business License Specialist	2	\$49,456	\$64,294	\$79,130
104	Police	Fleet Maintenance Coordinator	1	\$49,456	\$64,294	\$79,130
104	Police	Police Service Representative	6	\$49,456	\$64,294	\$79,130
104	Police	Public Safety Ambassador	4	\$49,456	\$64,294	\$79,130
104	City Clerk	Records Clerk	1	\$49,456	\$64,294	\$79,130
105	Municipal Court	Deputy Municipal Court Clerk	3	\$53,414	\$69,438	\$85,461
105	Community Development	Planner	1	\$53,414	\$69,438	\$85,461
105	Police	Property and Evidence Technician	2	\$53,414	\$69,438	\$85,461
105	Technology	Technology Support Specialist	1	\$53,414	\$69,438	\$85,461
106	Police	Crime and Intelligence Analyst	1	\$57,687	\$74,993	\$92,299
106	Police	Crime Scene Technician	1	\$57,687	\$74,993	\$92,299
106	Finance	Financial Analyst	2	\$57,687	\$74,993	\$92,299
107	Police	Detective	11	\$62,301	\$80,992	\$99,682
107	Police	Executive Assistant	1	\$62,301	\$80,992	\$99,682
107	Police	Police Officer	37	\$62,301	\$80,992	\$99,682
108	City Clerk	Deputy City Clerk	1	\$67,285	\$87,471	\$107,657
108	City Manager	Executive Assistant to the City Manager	1	\$67,285	\$87,471	\$107,657
108	Human Resources	Human Resources Generalist	1	\$67,285	\$87,471	\$107,657
108	Finance	Purchasing Coordinator	1	\$67,285	\$87,471	\$107,657
108	Finance	Revenue Accountant	1	\$67,285	\$87,471	\$107,657
108	Community Development	Senior Planner	1	\$67,285	\$87,471	\$107,657
108	Technology	Systems Administrator	2	\$67,285	\$87,471	\$107,657
109	Police	Records Supervisor	1	\$72,668	\$94,469	\$116,270
110	Economic Development	Business Retention and Cultural Development Manager	1	\$79,936	\$103,915	\$127,896
110	Technology	Lead Systems Engineer	1	\$79,936	\$103,915	\$127,896
110	Finance	Purchasing Manager	1	\$79,936	\$103,915	\$127,896
110	Finance	Risk Manager	1	\$79,936	\$103,915	\$127,896
110	Police	Sergeant	12	\$79,936	\$103,915	\$127,896
111	Finance and Administration	Accounting Manager	1	\$86,330	\$112,229	\$138,128
111	Communications	Communications Manager	1	\$86,330	\$112,229	\$138,128
112	Community Development	Building Official	1	\$93,236	\$121,209	\$149,179
112	Public Works	Capital Projects Manager	1	\$93,236	\$121,209	\$149,179
112	Human Resources	Human Resources Manager	1	\$93,236	\$121,209	\$149,179
112	Police	Lieutenant	4	\$93,236	\$121,209	\$149,179
112	Municipal Court	Municipal Court Clerk	1	\$93,236	\$121,209	\$149,179
114	City Clerk	City Clerk	1	\$110,766	\$143,996	\$177,226
114	Community Development	City Engineer	1	\$110,766	\$143,996	\$177,226
114	Community Development	Deputy Community Development Director	1	\$110,766	\$143,996	\$177,226
114	Technology	GIS Manager	1	\$110,766	\$143,996	\$177,226
114	Technology	Technology Manager	1	\$110,766	\$143,996	\$177,226
115	Finance	Assistant Finance Director	1	\$119,628	\$155,516	\$191,405
115	Police	Major	2	\$119,628	\$155,516	\$191,405

**COMPENSATION CHART**

<b>Grade</b>	<b>Department</b>	<b>Title</b>	<b>Fulltime</b>	<b>Salary Minimum</b>	<b>Salary Midpoint</b>	<b>Salary Maximum</b>
116	Communications	Communications Director	1	\$129,198	\$167,957	\$206,718
116	Community Development	Community Development Director	1	\$129,198	\$167,957	\$206,718
116	Police	Deputy Chief	1	\$129,198	\$167,957	\$206,718
116	Public Works	Deputy Public Works Director	1	\$129,198	\$167,957	\$206,718
116	Economic Development	Economic Development Director	1	\$129,198	\$167,957	\$206,718
116	Parks and Recreation	Parks and Recreation Director	1	\$129,198	\$167,957	\$206,718
117	Public Works	Public Works Director	1	\$139,535	\$181,395	\$223,254
118	Finance and Administration	Finance Director	1	\$150,698	\$195,907	\$241,115
118	Human Resources	Human Resources Director	1	\$150,698	\$195,907	\$241,115
118	Police	Police Chief	1	\$150,698	\$195,907	\$241,115
118	Technology	Technology Director	1	\$150,698	\$195,907	\$241,115
119	City Manager	Assistant City Manager	1	\$162,753	\$211,579	\$260,405
	City Manager	City Manager	1	Set by Council	Set by Council	Set by Council
	General Government	City Council	6 (Elected)	Set by Charter	Set by Charter	Set by Charter
	General Government	Mayor	1 (Elected)	Set by Charter	Set by Charter	Set by Charter