PURCHASING AGENT

Purpose Statement
The job of Purchasing Agent was established for the purpose/s of providing support to department activities with specific responsibility for conducting purchasing activities in compliance with departmental, state and federal requirements; responding to a range of inquiries regarding processes or bid status; and achieving departmental objectives and goals within budget. The Purchasing Agent is involved with the identification and procurement of goods and services for the district at the best possible value and quality available in the market.

This position reports to the Purchasing Manager.

Functions and Responsibilities:

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.

- Ability to review, interpret and comprehend bid terms, conditions, contractual language in order to tabulate results, make decisions and issue awards (including addendums, change orders, etc.)

- Works with purchasing resources and compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.

- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of district funds in the acquisition of supplies, equipment and/or services.

- Evaluates vendors for the purpose of determining their capability for performing to established specifications.

- Award bids and issue purchase orders, etc. for the purpose of completing purchasing processes in accordance with established procedures under the direction of Purchasing Manager.

- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.

- Assist purchasing manager as needed with the negotiation with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations.

- Oversees required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support district operation.

- Participates in department meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

- Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.

- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.

- Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information,
authorizing for action and/or complying with established accounting practices.

- Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.

- Provides information requested by Purchasing Manager for the purposes of compliance with audit documentation requirements

- Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.

- Performs various other related duties and projects as assigned or as directed by Purchasing Manager for the purpose of ensuring the efficient and effective functioning of the department which may include, but not be limited to, pcard/ACI program administration, purchasing website updates, travel program, open.gov program, etc.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications including proficiency in Microsoft Excel and Word; planning and managing projects; budgeting and financial management; and developing effective working relationships. Ability to multitask and manage multiple priorities and deadlines. Must be able to perform a self-review of work to ensure accuracy and quality of work product.

KNOWLEDGE required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; education code; and budget management and accounting. Advanced knowledge of purchasing regulations is not required but the ability to learn and apply these regulations and process is critical to the performance of duties.

ABILITY required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; reconciling and ensuring the accuracy of a high transactional volume of accounts/data, dealing with frequent interruptions and changing priorities; and maintaining confidentiality. Strong interpersonal skills, positive attitude and the ability to collaborate, communicate and contribute effectively in a team environment.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean office environment.

**Experience**

Prefer minimum of 2+ years of related business, finance or purchasing experience.

**Education**

Bachelor’s degree preferred but Associates degree with strong emphasis of 5+ years of equivalent experience may be considered.

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**