

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:21:44 PM
Official Title:	Purchasing Agent Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323730
Job Family:	Purchasing/Inv/Central St

JOB SUMMARY

The Purchasing Agent plans, organizes, and directs activities of the purchasing unit as well as prepares purchasing procedures for an institution.

NATURE OF WORK

The Purchasing agent is an entry-level professional position responsible for a variety of technical and non-technical goods and services required by the institution to meet its instructional, research, and public-service objectives. Additional responsibilities may include supervising clerical staff, Purchasing Assistants, and technicians. Job responsibilities contribute to ensuring the effectiveness of operations or services having significant impact within the institution or the systems and involve application of policies and practices to moderately complex and important matters. Work is performed under immediate supervision, working within guidelines and established standards. Problems faced in this position are highly varied and moderately complex, which may require novel and creative approaches to resolution. Decisions have major implications on the management and operations of an area within a department, and may contribute to important strategy, operations, and business decisions that affect the department.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Establishes and develops accepted purchasing methods and records in accord with prescribed laws, rules, regulations, standards, policies, and procedures.

Writes and edits requisitions and specifications.

Reviews requisitions for operating and maintenance equipment, materials, and supplies.

Locates and investigates reputable sources of supply.

May supervise and direct the work activities of clerical staff, Purchasing Assistants, and technicians.

Consults with departmental staff on needs and offers advice on purchasing guidelines, policies, and law.

Prepares purchasing procedures and bill payments.

Recommends award of and administers contracts; analyzes bid documents.

Interviews vendors to determine product line and usefulness.

Records claims of vendors for materials and services.

Prepares periodic reports and statements.

Establishes and maintains necessary records and files.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Related field	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Purchasing and contract work experience	X		