



PURCHASING AGENT

SCOPE OF WORK:

Work activities are associated with the procurement of goods and services and the disposal, inventory, and warehousing of goods within a state agency.

DUTIES PERFORMED AT ALL LEVELS:

- Review requisitions to determine accuracy of information.
- Confer with vendors to obtain product or service information.
- Research and develop product specifications; select products for purchase by testing, observing, or examining items to determine that they meet specifications.
- Determine method of procurement and disposal.
- Prepare purchase orders or bid requests.
- Maintain manual or computerized procurement records, such as items and services purchased, cost, delivery, and inventories.
- Review, interpret and apply state procurement and disposal policies and procedures.
- Establish terms and conditions of contracts subject to management and legal approval.
- Review bids and negotiate contracts within budgetary limitations and scope of authority.
- Participate in the development of agency procurement and disposal procedures; provide to all divisions and users direction and guidance in purchasing procedures.
- May supervise or direct personnel in the delivery, warehousing, and inventorying of supplies, equipment, and services.
- May approve invoices for payment.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

PURCHASING AGENT I
GRADE K

0601

LEVEL DEFINITION:

Work at this level involves responsibility for procurement-related duties for assigned goods and services within a procurement function having a significant variety and volume of procured commodities. Alternatively, in agencies having a smaller-scale procurement function, work may consist of managing the function.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a business-related major and two years of work experience that provided the level of knowledge, skill, and ability to perform the position's duties and responsibilities. The agency, at the time of recruitment to fill a vacancy, shall define the acceptable work experience. Additional work experience of a progressively responsible nature involving procurement of a diverse range of equipment, products, and/or supplies and application of purchasing policies and procedures may substitute for the education requirement on at least a year-for-year basis.

PURCHASING AGENT II
GRADE L

0602

LEVEL DEFINITION:

Work activities at this level are associated with responsibility for directing and managing the purchasing, disposal, inventory, and warehousing function of a large state agency.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Direct a large and complex inventory recording system; direct audits of institutional equipment and records.
- Plan, organize, and direct activities of professional and clerical staff engaged in the purchasing and warehousing of supplies and equipment.
- Perform staffing and supervisory duties to include hiring, training, evaluations and work assignments.
- Develop agency policies and procedures for procurement, warehousing, and inventory operations.
- Assist in the planning and development of agency budget and long term supply, equipment, and service requirements.
- May be assigned responsibility for other programs or services.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a business-related major and four years of progressively responsible purchasing experience. Additional work experience that involved procurement of a diverse range of equipment, products, and/or supplies; application and interpretation of purchasing policies and procedures; and development of requirements for and evaluation of product specifications may substitute for the education requirement on at least a year-for-year basis.

Eff. Date: 7/76

Rev: 7/79

Rev: 5/92 – Revised with new duties and format changes

Rev: 9/96 – Updated to current format

Rev: 1/00 – Revised minimum qualifications

Rev: 9/00 – Added level definitions, revised minimum qualification statements, corrected class evaluation statements for Management Breadth

Rev: 7/12 – Conversion to Hay System