

PURCHASING AGENT

DEFINITION

Plans, organizes, and performs duties related to the purchase of a variety of materials, supplies, equipment, and services for the District for amounts below and above the state statutory bid limit.

TYPICAL DUTIES

- Plans, organizes, and performs duties related to the purchase of materials, services, equipment, and supplies for the District for amounts below and above the state statutory bid limit.
- Purchases a wide variety of materials, supplies, equipment, and services for the District in compliance with pertinent policies, laws, regulations, rules, and limits.
- Confers with District staff to assist them in defining their purchasing needs and options and to explain District purchasing policies and procedures.
- Develops and prepares technical procurement specifications and bidding documents needed for formal bidding by the District.
- Coordinates the development and preparation of annual continuing price contracts and purchase agreements for the District within the specified bid limit.
- Interviews sales representatives regarding product specifications, trade practices, product availability, and pricing.
- Negotiates price, discount, and delivery provisions with vendors for the District within the specified bid limit.
- Coordinates and performs activities related to formal and informal purchasing processes.
- Evaluates bid responses to determine responsiveness to specifications and related terms and conditions for the District.
- Determines and sets performance standards for vendors from whom purchases will be made in conformance with District policy and practices.
- Researches sources of supply and maintains a list of approved vendors for the District.
- Analyzes and resolves problems related to the purchasing cycle such as substitution of items, delay in delivery dates, and price variations for the District within the specified bid limit.
- Organizes and/or conducts demonstrations and tests of commodities.
- Recommends changes in purchasing policies, practices, and procedures to the Contracts Manager.
- Assists in maintaining an inventory of supplies for the District within the specified bid limit and assures just-in-time delivery of those items which are not kept on hand.
- Maintains records and prepares reports of purchasing activities, costs, and expenditures.
- Assists in establishing and implementing work procedures for the colleges' purchasing staff.
- Develops and conducts training sessions on purchasing policies and procedures.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Purchasing Agent** is responsible for the purchase of a wide variety of supplies, materials, equipment, and services for the District for amounts below and above the state statutory bid limit. This entails responsibilities for all purchases of the District Office as well as for college purchases above the state statutory bid limit.

A **Contracts Manager** applies a thorough knowledge of contract law related to construction, procurement, insurance, real estate, and business management principles in directing the negotiation, preparation, and execution of a variety of contracts.

A **College Procurement Specialist** negotiates, prepares, and processes contracts and purchase orders for the acquisition of a variety of equipment, materials, supplies and services for multiple colleges within the District for amounts below the state statutory bid limit.

A **Purchasing Aide** is responsible for preparing and processing purchasing documents and providing technical support in developing information and expediting the purchase of materials, services, equipment and supplies for a college or cluster of colleges and/or the District Office.

SUPERVISION

General supervision is received from the Contracts Manager. Technical direction is provided to the colleges' purchasing staff. Assigns and reviews the work of clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Principles of governmental purchasing and contracting
- Laws, ordinances, regulations, and District policies related to purchasing
- Business law as it pertains to purchasing
- Sources of supply and pricing for various commodities
- Sources of authoritative manufacturing and marketing data
- Marketing practices of manufacturers, wholesalers, and distributors
- Commodity testing organizations and facilities
- Safety and health factors related to various commodities
- Capabilities of computer systems, hardware, and applications used in the purchasing process

Skill in:

- The use of computer software and hardware

Ability to:

- Plan and coordinate purchasing activities for multiple locations
- Purchase supplies, materials, and equipment in accordance with cost, technical specifications, and delivery requirements
- Understand and apply pertinent legal, policy and business principles and requirements to purchasing decisions
- Collect, interpret and analyze data related to product use, cost, quality, safety and competitiveness
- Prepare accurate and complete written technical specifications, correspondence, and reports
- Communicate effectively and clearly
- Confer with District personnel and make recommendations on the purchase of a wide variety of supplies, materials, and equipment
- Establish and maintain good public relations with vendors, employees of other governmental jurisdictions, and college personnel
- Maintain accurate and complete records
- Learn general and specialized computer applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from a recognized four-year college or university, preferably with a degree in business administration, public administration, economics, or a related field. Qualifying experience, in addition to that required below, may be substituted for the required education on a year-for-year basis.

Designation as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO), conferred by the National Institute of Governmental Purchasing, Inc., is desirable.

AND

Three years of recent, full-time, paid professional-level experience in purchasing or developing technical standards and specifications for the purchase of a wide variety of materials, supplies, and equipment.

Special:

- A valid Class "C" California driver's license.
- Access to an automobile.