



## Purchasing Agent

Classified Range: 41

Board Approved: 11/18/21 P. 1|4

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Plans, organizes, and oversees the purchasing, bidding, and surplus of material, equipment, supplies, and services necessary for the District.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

### **DISTINGUISHING CHARACTERISTICS**

The Purchasing Agent classification is distinguished from the Purchasing Technician classification in that employees at this level perform the most difficult and responsible types of work such as duties related inventory, bid development, and construction projects.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Performs a variety of duties involved in the acquisition of supplies, equipment, materials, and services for District departments and operations; assists and make recommendations on products and services; ensures all purchasing activities comply with policies, procedures, rules, and regulations.
1. Develops bid documents and specifications for supplies, equipment and services; establishes dates for the legal advertisement of bid openings, job walks, pre-bid conferences and preconstruction job walks; receives and reviews bids; makes recommendation for the award of bid; maintains bid books for compliance with legal and audit requirements
2. Provides information and assistance to faculty and staff regarding purchase of materials, equipment, and supplies; resolves problems or complaints between suppliers, manufacturers, and the District.
3. Reviews requisitions for proper budget and audits for proper coding; checks for completeness of contract documents; determines if requests comply with Ed Codes and other legal requirements; recommends corrective action when necessary.
4. Assists in maintaining a supplier database.
5. Assists in the coordination of the District procurement card program and corporate account programs.
6. Maintains the fixed asset inventory in conjunction with warehouse personnel ensures all capital items are accounted for.
7. Explores alternative sources where major cost savings can be obtained.
8. Prepares agenda items recommending the award of bid and summary of bidders.
9. Oversees the sale of surplus property; reports the surplus of equipment for all sites for Board approval.



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10. Conducts interviews with suppliers regarding purchasing materials, and review specifications.
11. Creates and maintains a variety of records and reports.
12. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **CORE COMPETENCIES:**

#### **Professional Integrity and Ethics**

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

#### **Legal and Regulatory Navigation**

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information\*\*
- Works within the bounds and limits of what is permissible

#### **Using Technology**

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

#### **Team Work/Involving Others**

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

#### **Writing**

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

#### **Analyzing and Interpreting Data**

- Apply sorting, coding and categorizing rules
- Analyze data



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- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*

### Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information \*\*

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Mathematical Facility

- Performs operations involving counting, adding, subtracting, multiplication and division
- Follow multi-step computational procedures and apply formulas
- Apply basic algebraic or geometric reasoning and problem solving
- Recognize approaches and algorithms for finding real world computational solutions\*\*
- Computes and interprets descriptive statistics\*\*

### Valuing Diversity

- Shows acceptance of individual differences



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- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\* Lead, Advanced or Senior Level Positions*

### **Education and Experience Guidelines**

#### **Education/Training:**

Equivalent to the completion of high school supplemented by twenty-four (24) units of college level course work in procurement, business or a related field.

#### **Experience:**

Four (4) years of increasingly responsible technical purchasing experience, preferably within a public agency.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction