

## PURCHASING AGENT

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### **DEFINITION:**

Under general direction, to provide centralized purchasing services to the College; to procure a wide variety of materials, supplies, equipment and services for administrators, faculty and staff; to expedite orders and troubleshoot related problems; to prepare bid specifications, documents and contracts; and to perform related duties as assigned.

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

- Reviews requisitions, places orders, obtains telephone or letter quotations and prepares purchase requests for goods and services;
- Writes and issues contracts, Requests for Contracts (RFCs) and Requests for Proposals (RFPs); maintains related documents including bid files;
- Prepares and administers Requests for Bids (RFBs) including preparing legal advertisements; provides bid packages to interested vendors; analyzes bids received and recommends award;
- Ensures compliance with Public Contract Code and Education Code provisions related to procurement;
- Responds to special needs of internal and external customers;
- Assists in developing and implementing goals, policies, procedures and work standards for purchasing; monitors developments related to purchasing matters;
- Recommends and implements purchasing policy and procedural improvements; evaluates their impact upon College operations.
- Confers with College management and faculty regarding purchasing problems;
- Develops lists of vendors and sources of supply; implements DBE/WBE vendor programs; updates, maintains and reviews vendor files for valid tax information, eliminates duplicate records, and merges files when appropriate; updates, maintains, and reviews vendor data base;
- Expedites shipments and resolves delivery and billing problems; processes receiving documents and forwards invoices to Accounts Payable Department;
- Maintains records and prepares a variety of periodic and special reports;
- Oversees service contracts such as copier maintenance agreements, and programs for credit and telephone cards;
- Represents the College in meetings with business organizations, vendors, suppliers and contractors.

### **MINIMUM QUALIFICATIONS:**

Knowledge of:

Basic purchasing procedures from securing quotes to closing orders.  
Public purchasing practices, including competitive bidding procedures.  
Fundamental budgeting principles and practices.  
Applicable laws and regulations including the Public Contract Codes and Educational codes.  
Standard price and purchasing reference sources for materials and supplies.  
Basic data processing tools applied to the purchasing function.  
Contract development and public agency file maintenance.

Skill in:

Exercising sound judgment within procedural and policy guidelines.  
Establishing and maintaining effective working relationships with those contacted in the course of work; ability to handle demands and special requests of a diverse group of internal and external customers.  
Providing Customer Service.  
Representing the College effectively in meetings with others.  
Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.  
Recommending improved purchasing procedures.  
Using word processing and spreadsheet tools, and computer based purchasing system  
Developing public contract bid documents and preparing contracts.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

**ILLUSTRATIVE EDUCATION AND EXPERIENCE:** A typical way to obtain the above knowledge and skill is a combination of education and experience equivalent to:

An Associate of Arts degree in purchasing, business or public administration, accounting or a related field plus two years of responsible purchasing experience working with public contract and Educational Codes. Experience in a public agency or education setting is desirable.

**PHYSICAL CHARACTERISTICS:** The physical abilities involved in the performance of essential duties are:

Vision sufficient to read documents and computer terminal displays; speech and hearing to communicate in person and by telephone; manual dexterity to use a variety of office tools, equipment, and computer keyboards, and to manipulate papers; physical ability to load and unload, pack and unpack supplies and materials; to bend, crouch and reach to stock items; and to lift and carry up to 35 pounds. This work is performed indoors under general office conditions and occasionally involves site visits.