



PERSONNEL COMMISSION

Class Code: 5128
Salary Range: 34 (C1)

PURCHASING AGENT

JOB SUMMARY

Under general supervision, perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; coordinate ordering and follow-up activities to assure efficient, fiscally sound and timely purchases; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services; assure the timely delivery of goods and services to schools and departments. **E**
- Confer with requestors regarding specification requirements of products and services; write and modify specifications in accordance with factors including manufacturing and marketing data, prices, delivery and availability. **E**
- Communicate with freight service companies, contractors, District staff and requestors to exchange information and verify status of orders; contact vendors to obtain information such as current pricing, delivery timelines and availability. **E**
- Research and evaluate sources of supply; interview vendors regarding new or improved products and practices; conduct vendor site visits and attend trade shows; obtain written or verbal quotations from vendors and negotiate terms and conditions. **E**
- Research and evaluate vendor product samples; conduct tests and demonstrations of products to determine quality and compliance with specifications; confer with end users to review products and establish District standards. **E**
- Order supplies, materials, food, equipment and services in accordance with established policies and procedures; prepare purchase orders; assure compliance with specifications and formal or informal quotations. **E**
- Receive, review and source requisitions and input purchasing data to generate purchase orders; assure accuracy and completeness of order information. **E**
- Prepare formal bids and proposals; establish terms and conditions; assure compliance with applicable laws, codes, rules and regulations; conduct pre-bid and proposal meetings as needed. **E**

- Conduct bid openings and evaluate bid submissions; recommend bid awards; select vendors utilizing judgment in evaluating pertinent factors such as price, quality, delivery options and vendor reliability. *E*
- Create scoring rubrics and select review panels for Request for Proposals (RFP's); recommend proposal awards utilizing judgment in evaluating pertinent factors as established in the terms and conditions and rubric scoring results. *E*
- Maintain vendor lists, catalogs, brochures and related source materials within each commodity area; update the Purchasing Handbook. *E*
- Receive and sign for sample materials, equipment, and supplies; inspect materials to determine if specifications have been met as needed. *E*
- Confer with vendors and requestors regarding delayed shipments and defective, damaged or unacceptable goods and services; arrange for return or other corrective action as appropriate; arrange for expedited deliveries as requested. *E*
- Communicate with accounting personnel and vendors to resolve discrepancies; make corrections as necessary. *E*
- Maintain warehouse stock inventory; prepare quotations when inventory falls below predetermined stock levels; evaluate and add new items to stock; delete stock items from inventory as appropriate. *E*
- Coordinate and participate in the preparation and maintenance of vital documents, narrative and statistical reports, records and files related to assigned activities; compose correspondence and memoranda; prepare and complete a variety of purchasing forms. *E*
- Train and provide work direction and guidance to clerical staff; assign and review work; participate in the hiring and evaluation process as requested. *E*
- Attend and participate in a variety of meetings, workshops, conferences and trainings to maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations. *E*
- Conduct presentations regarding District purchasing objectives, plans and achievements to groups and committees; may drive a personal or District vehicle to conduct work and attend meetings as assigned by the position. *E*
- Operate a variety of office equipment including a copier, fax machine, calculator, desktop scanner and a computer and assigned software. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Purchasing Agents oversee the complete buying cycle for a wide variety of assigned commodities and services. Incumbents coordinate activities involved with procuring goods and services including the preparation of vital documents and follow-up activities to assure efficient, fiscally sound and timely purchases. Incumbents exercise judgment within a defined scope of authority to make efficient, ethical and fiscally sound purchases in compliance with applicable laws, ordinances, rules and regulations.

EMPLOYMENT STANDARDS

Knowledge of:

Purchasing policies, practices and terminology.
Applicable laws, codes, rules and regulations related to assigned activities.
Local vendors, commodity markets and sources of supply.
Technical aspects of researching, comparing and purchasing supplies, materials, food, equipment and services.
Methods of invoicing including taxes and discounts.
District organization, operations, policies and objectives.
Bid and proposal preparation procedures, specification requirements and evaluation methods.
Research methods.
Operation of a computer and assigned software.
Mathematical computations.
Weights and measures.
Record-keeping and report preparation techniques.
Principles of training and providing work direction and guidance to others.
Interpersonal skills using tact, patience and courtesy.
Writing skills to prepare clear and concise specifications and reports.
Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Perform a variety of specialized duties related to the procurement, receipt, distribution and payment of District supplies, materials, food, equipment and services.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Research and evaluate sources of supply.
Evaluate product capability and cost-effectiveness.
Prepare requests for quotes and complex formal bid proposals.
Analyze bids and proposals and recommend award.
Write clear and concise specifications and reports delineating critical differences in requirements.
Expedite delivery of items and reconcile discrepancies in quality and quantity.
Maintain vendor lists, catalogs and brochures.
Maintain current knowledge of emerging procurement trends and related laws, codes, rules and regulations.
Maintain records and files and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Work independently with little direction.
Understand and work within scope of authority.
Train and provide work direction and guidance to others.
Add, subtract, multiply and divide quickly and accurately.

Education and Training:

Bachelor's degree in public administration, business administration or a related field.

Experience:

One year of procurement experience including writing specifications. Experience in a public agency is preferred.

Two years of additional experience may be substituted for two years of the higher education.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

Positions in this classification assigned to the Nutrition Center require applicants to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

WORKING ENVIRONMENT

Office, warehouse and school site environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard and office equipment.

Hearing and speaking to exchange information in person and on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling objects weighing up to 25 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Date: 3/6/2008

Revised: 4/15/2010

Revised: 1/30/2020