

PURCHASING AGENT

DEFINITION

Under general direction of the Assistant Superintendent of Business Services, plans, organizes, coordinates and supervises the District warehouse, purchasing and printing functions and activities; serves as a resource to District personnel regarding material, supplies and equipment; serves as a liaison between the District and various commodity vendors and manufacturers' representatives; perform other related duties as assigned and/or required.

ESSENTIAL DUTIES

- plans, organizes and supervises the printing, buying and related purchasing functions
- plans, organizes, develop and implement procedures and guidelines relative the warehousing and distribution of goods, supplies, material, equipment.
- reviews, monitors and evaluates requisitions for supplies, materials, equipment and services to ensure that specification standards are observed
- assists, counsels and advises various District personnel related to printing operational processes, buying standards, commodity supply sources and purchasing procurement time lines
- obtains quotations and data pertaining to the procurement of commodities and services
- prepares bid specifications for commodities and services
- reviews and analyzes bid data; prepares reports; recommends the selection and awarding of bids
- organizes, coordinates and directs buying and purchasing activities to ensure prompt delivery, correction of vendor shortages and damage, and the maintenance of quality control procedures
- reviews and evaluates warehouse equipment to determine replacement needs, and projected equipment needs to ensure high quality print and production standards
- reviews and evaluates inventory control records to ensure that the warehouse and printing facility are appropriately stocked
- plans, organizes, establishes, and maintains contract service files and records, vendor files, and a supply and commodity catalogue library
- plans, organizes, schedules and evaluates the performance of the purchasing, warehouse and printing personnel
- plans, develops and conducts personnel orientation and in-service training programs
- prepares a variety of management reports
- performs other duties as required

QUALIFICATIONS

Knowledge of: Principles, methods and techniques of the purchase of supplies, materials and equipment required for an educational organization; sources of commodities, supplies and general marketing trends; financial, inventory control, printing, and purchasing record maintenance systems; organization, coordination and supervision techniques; standard purchasing terminology, specification development and bidding procedures.

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Ability to: Interpret and apply legal mandates, rules, regulations and District policy pertaining to purchasing; analyze and evaluate commodity and service pricing and availability trends; make mathematical calculations with speed and accuracy; establish and maintain a variety of specialized technical and complex files, catalogues and records; effectively operate a micro-computer and use appropriate software applications; communicate effectively in oral and written form, utilizing a specialized and technical format; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 20 to 40 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EDUCATION AND EXPERIENCE

A Bachelors degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field and five years of paid experience involving purchasing functions preferably for a public agency or educational agency, including two years in a lead or supervisor capacity.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District liability insurance carrier.

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