

Job description

Title: Purchasing Agent

Reports to: General Manager for Support Services

General Summary: Supports the educational programs and services of the district by purchasing appropriate equipment, furnishings, and services. Ensure compliance with district policy and all applicable safety standards for purchasing goods and services.

Essential Functions:

1. Assist District administrators in purchasing appropriate furnishings & equipment. (25%)
2. Manage procurement, service and training associated with all district copiers. (20%)
3. Develop new vendor contacts, research new products and services, coordinate appropriate services with Curriculum, Technology, Maintenance, Media Services, etc. (15%)
4. Prepare bid documents for significant purchases of furnishings and equipment. (10%)
5. Develop and maintain a systematic program for purchasing equipment, furnishings, and services. (10%)
6. Assist the General Manager for Support Services and Project Manager with purchasing for projects. (5%)
7. Provide back-up for the Support Services Secretary, assist with purchase order approvals. (5%)
8. Assume other responsibilities assigned by the General Manager for Support Services. (10%)

Qualifications:

- 1. Educational Level: Associate Degree from an approved institution with a major in business administration, accounting, purchasing or equivalent combination of formal education and work experience.
- 2. Certification or Licensure: n/a
- 3. Experience desired: Minimum five (5) year’s successful experience in managing or supervising operational programs preferably in the areas of purchasing, warehousing, distribution, and/or asset management.
- 3. Other requirements: Possesses good organizational skills.
Possesses professional oral and written communication skills.
Demonstrates a service oriented attitude.
Emphasis on expertise in MS Excel
Thorough working knowledge of MS Word and Power Point.

Special Requirements:

	Occasional 1 – 32%	Frequent 33 – 66%	Constant 67% +
1. Standing		x	
2. Walking		x	
3. Sitting		x	
4. Lifting <u>50</u> lb max.	x		
5. Carrying <u>50</u> feet.	x		
6. Pushing / Pulling		x	
7. Climbing / Balancing		x	
8. Stooping / Kneeling / Crouching / Crawling . . .		x	
9. Reaching / Handling		x	
10. Speaking / Hearing			x
11. Seeing / depth perception / color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the immediate supervisor (and/or superintendent).

Employee Signature: _____

Date: _____

Supervisor signature: _____

Date: _____

Revised: December 8, 2010
Reviewed: February, 2014