

SR. PURCHASING AGENT

CODES/PAY RANGE(S)

Class Code: 1426 EEO Code: B Pay Range: 216

MAJOR FUNCTION

Highly responsible professional work administering complex procurement projects for departments and divisions.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Works with Department/Division/Activity Directors to analyze their procurement requirements and provide service in a cost effective and timely manner.

Develops, prepares, evaluates, and awards contracts from various bid formats to include requests for proposals, request for statements of qualifications and invitation to negotiate.

Administers complex procurement projects such as request for proposals, requests for statements of qualifications, Consultant's Competitive Negotiations Act (CCNA) projects, and invitations to negotiate. Develops, negotiates and administers resultant contracts.

Chairs evaluation and selection committees for their own procurements and those of other Purchasing Agents, as required or directed.

Develops, reviews and prepares contract documents to include addenda and modifications. Prepares statistical analysis to assist in planning for procurement activities. Interprets technical and procedural guidelines to ensure efficiency and accuracy.

Negotiates complex agreements.

Evaluates market conditions, prices and trends, product availability, vendor development, procurement timing, and makes recommendations to user departments/divisions.

Interprets and applies Federal, State, and local statutes, policies, procedures, and regulations.

Prepares and presents County Council agenda items.

Plans and schedules procurement activities. May supervise support staff and Purchasing Agent as directed by Purchasing Director. Provides assistance to staff on complex projects.

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Assists Purchasing Director analyzing and resolving solicitation protests and contract disputes. Assists Purchasing Director with budget preparation.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of Federal, State, and County laws relative to public procurement. Knowledge and understanding of current public procurement statutes, ordinances, regulations and procedures. Knowledge of contract law and procedures.

Knowledge of basic budget principles and practices.

Knowledge of the Consultant's Competitive Negotiations Act (CCNA). Ability to negotiate, develop and administer complex procurement projects.

Ability to conduct public solicitation openings and public meetings. Ability to write specifications, contract documents, and modifications. Ability to establish and maintain effective working relationships within and outside County government. Ability to work with County staff and vendors to solve procurement related problems.

Ability to work independently. Ability to analyze situations and make recommendations. Ability to establish and maintain good working relationships with division directors, outside agencies, employees, and general public. Ability to communicate well, both orally and in writing.

Ability to use personal computers and small office machines.

All knowledge and abilities of lower levels.

MINIMUM QUALIFICATIONS

Bachelor degree in Business Administration, Public Administration or related field, and two (2) years experience as a Purchasing Agent II. Must possess current certification as Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM), or Certified Professional Contracts Manager (CPCM).

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

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ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to analyze data and develop conclusions. Ability to identify problems and resolve same. Ability to apply statutes and procedures to real situations. Ability to read and comprehend legal statutes, professional and technical journals, financial reports and statements, legal documents, abstracts and schematics. Ability to prepare business letters, reports, financial reports, policies, procedures and summaries. Ability to perform functional business math. Ability to speak publicly and extemporaneously; conversant in theory and practices of discipline.

10/00

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