

PURCHASING ASSOCIATE TITLE DEFINITION

I. DEFINITION

Positions in this title definition perform complex administrative support activities under general supervision to assist with professional purchasing functions. Positions are responsible for the details of purchasing for a campus, college, or other work unit or program area under the direction of a Purchasing Agent. Duties include preparing complete request for proposal (RFP) or bid solicitation documents. Positions pre-audit requisitions for accuracy of all accounting, procurement, and enterprise wide software detail; research the market to determine potential sources of supply/disposal and to gauge market value of products being purchased/disposed of. Positions requisition items within the state's purchasing practices and agency guidelines and maintain all related purchasing records. Positions contact vendors to obtain information on products and services and to clarify specifications. They procure items and select the best source in terms of quality, price and other pertinent considerations. Positions check invoices against materials received; manage receipt of materials; compile purchasing reports; and review purchase vouchers for accuracy, coding, prices and quantities. Positions verify prices on requisitions; maintain and utilize automated inventory systems for tracking and approval processes; provide guidance and direction to program staff on procurement policies and procedures; and coordinate purchasing cards, process card applications, review card statements and receipts, and verify purchases/travel are in accordance with established policies and guidelines.

Positions providing administrative purchasing support to a program area implement existing contracts or have limited purchasing authorization within delegated spending limits. Purchasing Associates who do not report directly to a Purchasing Agent may work under the direction of a non-purchasing supervisor or manager, but coordinate the purchasing activities with a professional level Purchasing Agent. Positions reporting to a Purchasing Agent may specialize in defined segments of the overall purchasing program such as coordination of purchasing cards, operation and maintenance of automated systems, processing of RFPs and bid documents, etc.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

1. Positions that are, for a majority of the time (more than 50%), performing tasks necessary for the maintenance and management of a storeroom/warehouse, involving the storage (space allocations, stock rotation, locating systems, shelf life factors, etc.) and distribution of goods (delivery schedules, sales or pricing duties) and the maintenance of delivery vehicles and equipment such that it is appropriately classified as a Storekeeper.
2. Positions that are, for a majority of the time (more than 50%), performing manual activities in a warehouse or storeroom and are more appropriately classified as Stock Clerk.

3. Positions that are, for a majority of the time (more than 50%), engaged in professional purchasing activities such as the development of bids and contracts, developing requests for proposals, negotiating contracts, awarding contracts, etc., such that they are more appropriately classified as Purchasing Agent.
4. Positions that, for a majority of the time (more than 50%), provide administrative support not associated with purchasing activities and are more properly classified as Office Associate or Office Operations Associate.