

**PURCHASING AGENT
TITLE SERIES DEFINITIONS
CANNOT USE FOR VACANCIES**

I. DEFINITIONS

PURCHASING AGENT

This is professional level work performed by Purchasing Agents. Positions allocated to this level (1) are involved with the development of bids and contracts with limited authority to make decisions relative to the actual vendor award or to take action when problems with a given contract occur; or (2) develop and award simplified bids independently; gather supportive information used in the bidding process; work with selected vendors in assuring that the tenets of the established contracts are followed; solicit verbal and written quotes, price lists, and catalogs; and receive delivery of orders and approve invoices. Work performed by positions described in the first allocation is performed under close, progressing to limited, supervision. Work performed by positions described by the second allocation is performed under general supervision.

PURCHASING AGENT-OBJECTIVE

This is objective level professional work performed by purchasing agents. In addition to activities performed at the prior level, positions at this level are granted authority to perform activities such as develop generic bid specifications; developing, conducting and awarding sealed bids. These activities include developing or reviewing and approving justification for bid waivers within delegated authority; developing Requests for Purchasing Authority; providing agency staff and management with training and advice regarding policies and practices; and conducting product research and effectively recommending standards for agency use. The individuals in this class are expected to function independently in their decision-making. The work is performed under general supervision.

PURCHASING AGENT-SENIOR

This is senior level professional purchasing agent work. Positions at this level may have responsibility for a group of commodities or services subject to market changes requiring the development of bids and/or contracts for multiple jurisdictions; and have responsibility for the development and award of Requests for Proposals. This includes assembling evaluation teams, evaluating technical and cost proposals, and negotiating with vendors. Additionally, positions at this level maintain and develop agency-specific contracts and/or vendor lists of unique items; and/or may conduct internal audits of individual agency purchasing programs. The individuals in this class exhibit significant discretion and judgment in the performance of their assigned duties and responsibilities through the interpretation of state statutes and the provision of consultation on purchasing rules, regulations and policies. The work is performed under general supervision.

II. QUALIFICATIONS

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

III. RELATED POSITION TITLES

1. Positions which are responsible for the development and coordination of procurement policies and procedures on a statewide basis for a majority of the time and are more appropriately classified as Procurement Specialists.
2. Positions which perform clerical or para-professional activities in support of purchasing agents for a majority of the time and are more appropriately allocated to the Program Assistant, Financial Specialist, or Clerical Assistant title definition series.

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