

CLASS TITLE: DEPUTY PURCHASING AGENT

Class Code: 02671700

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform responsible administrative and supervisory work in assisting the Purchasing Agent in planning, organizing and directing the State's centralized procurement program; as directed to act for the Purchasing Agent in his/her absence; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Purchasing Agent with wide latitude for the use of independent judgement; work is reviewed for conformance to policies, procedures, laws and regulations

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of a staff of technical and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform responsible administrative and supervisory work in assisting the Purchasing Agent in planning, organizing and directing the State's centralized procurement program.

To be responsible, personally, for the preparation of contracts involved in the State's procurement program.

To be responsible for the development and management of the programs for procurement, standards and specifications, inspection and follow-up services and in the inventory and conservation services.

To supervise the performance of work involved in the study of procedures and forms used by the division and to make recommendations for their revision where necessary.

When assigned, to represent and act for the Purchasing Agent on various committees.

As directed, to act for the Purchasing Agent in his/her absence.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures in the procurement of supplies, equipment and services; the ability to plan, organize, supervise and review the work of a technical and clerical staff engaged in providing centralized procurement, standards and specifications and inventory services for the state; the ability to analyze and review proposed procurement actions for such factors as conformance to policy, suitability of specifications, etc.; the ability to meet and work effectively with vendors engaged in providing supplies, equipment and services to the state; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration; and

Experience: Such as may have been gained through: considerable employment in a supervisory position with responsibility for planning and coordinating a centralized procurement program.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: June 8, 1975

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