

CLASS TITLE: PURCHASING AGENT

Class Code: 02671800
Pay Grade: 45A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To have administrative charge of a central purchasing and stores system for the state government; to plan, organize and direct the activities of the Division of Purchases engaged in contracting and purchasing supplies, materials, equipment, and services required by departments and agencies of state government; also to represent the administration in real estate and contractual agreements for the acquisition and rental of property and buildings and other related special projects; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of the Associate Director of Administration/Central Services from whom statements of policy are received; consults with the Associate Director of Administration/Central Services on important interpretations of rules regulations and law and on major revisions of the state's purchasing program and systems.

SUPERVISION EXERCISED: Plans, directs and reviews the work of the staff of the Division of Purchases.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To administer the powers and duties of the Associate Director of Administration/Central Services relating to purchasing for state departments and agencies.

To plan, organize and direct the activities of a staff engaged in contracting and purchasing supplies, materials, equipment, services required by departments and agencies of state government.

To prescribe forms and procedures to be used in purchase requisitions, purchase orders, bid invitations, bid awards and inventory systems.

To administer a central stores system for state departments and agencies and to prescribe procedures and records to be maintained by and departmental institutional or agency storeroom and to exercise inventory control over such storerooms.

To administer the standards and specifications programs, inspection and follow-up services of the office.

To be responsible for the acquisition of federal surplus property for use by the state.

To act as Chairperson of the State Properties Committee and Secretary of the Purchasing Standardization Committee as provided by law.

To represent the administration in real estate and contractual agreements for the acquisition and rental of property and buildings and other related special projects.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures involved in the procurement of supplies, materials, equipment and services; the ability to plan, organize and direct the work of a staff of technical and clerical employees engaged in the procurement, inspection, storage and inventory of a wide variety of supplies, materials and equipment; the ability to review proposed procurement actions for such factors as conformance to policy, suitability of specifications, and conformance to established standards and specifications; the ability to prepare complex reports on procurement activities; a thorough knowledge of the principles, practices and procedures of public administration as they apply to the administration of a highly complex governmental operation; a

thorough knowledge of the principles and procedures utilized in directing a comprehensive real estate planning, acquisition, leasing or rental program of a complex nature; the ability to direct a staff and committee engaged in the performance of real estate activities as mandated by public law and public real estate management; 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: employment in a highly responsible administrative capacity in a governmental agency which required direction of a large staff engaged in public procurement and public real estate management activities.

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

Class Revised: August 31, 1986

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