



<b>Job Title:</b>	Purchasing Agent	<b>Wage/Hour Status:</b>	Exempt
<b>Reports To:</b>	Director of School Services	<b>Pay Grade:</b>	Professional Pay Grade 1
<b>Dept. /School:</b>	School Services	<b>Date Revised:</b>	5/31/2018

---

---

**Primary Purpose:**

To implement purchasing procedures to process bids and purchase orders and ensure compliance with applicable state laws and regulations. Coordinate the distribution of supplies and equipment districtwide.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in business or accounting preferred

**Special Knowledge/Skills:**

Knowledge of competitive bidding statutes and purchasing procedures  
Knowledge of auditing and accounting principles  
Effective communication and interpersonal skills  
Proficiency skills in typing, keyboarding, and file maintenance  
Ability to work with numbers in an accurate and rapid manner  
Ability to use a calculator (10-key by touch)  
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing

**Experience:**

Four years professional-level purchasing agent experience in a large organization, preferably a school district

**Major Responsibilities and Duties:**

**Purchasing:**

1. Purchase supplies and equipment for the district by competitive bids, competitive sealed proposals, requests for proposals, government catalog contract purchases, informal quotations, and negotiations following established district criteria and state purchasing rules.
2. Prepare all bidding documents, including notice and instructions to bidders, specifications, and form of proposal.
3. Receive and evaluate formal bids and make recommendations for the award of contracts to the Director of School Services.
4. Obtain and study comparative prices and quotations. Make recommendations for purchasing decisions based on information obtained.

5. Develop vendor and bidder lists and approve additions.
6. Approve purchase orders and monitor all purchase requisitions to determine correctness of information, calculations, coding, etc.
7. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
8. Responsible for locating repair sources for all equipment, computers, and other office equipment

**Administration:**

9. Work cooperatively with district personnel to determine purchasing specifications, sources, availability, pricing, shipping, and receiving.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including auditable accounting records.
11. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Typewriter, personal computer, printer, fax machine, copier, and calculator.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*