

**IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼**  
**HUMAN RESOURCES ENTERPRISE**  
**PURCHASING AGENT 1**

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**DEFINITION**

Purchases a variety of standardized, expendable/non-expendable items from suppliers valued at less than \$5,000 and established state master contracts; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Orders by phone or written contract such items as paper goods, foods, paints, parts, office supplies, and other standardized, expendable items.

Solicits bids or quotations from suppliers on expendable/nonexpendable items, tabulates bids and compares bid prices to secure the most advantageous prices; submits tabulations and recommendations to supervisor for approval.

Contacts requisitioning personnel with the agency to clarify information concerning items to be purchased, approval of substitute items, changes in delivery dates, and to ensure that the price quoted by suppliers is satisfactory/reasonable, and funds are available.

Maintains contact with visiting sales representatives, and telephone contacts with sales offices of suppliers; meets with vendors/sales representatives to discuss current/new products, availability of products, prices and delivery information.

Prepares purchase orders for non-stocked and contracted items; works with central supply to establish lead time on ordering schedules for stocked items and check/approve completed purchase documents for payment.

Verifies that items ordered are delivered by a specified date and corresponds with vendors/manufacturers to resolve any problem in shipping or delivery of items.

**COMPETENCIES REQUIRED**

Knowledge of purchasing methods and procedures including state purchasing contracts.

Knowledge of sales terms and discounts available to purchasers.

Knowledge of terminology related to the procurement, shipment and delivery of items.

Knowledge of product descriptions for standardized, expendable/non-expendable items.

Knowledge of inventory control methods and informal bid procedures.

Knowledge of the economic factors of supply and demand as they pertain to the availability of items, the availability of sources of supply, and the pricing of items.

Ability to acquire further knowledge of purchasing methods, bid procedures and inventory control methods.

Ability to analyze needs and to influence the purchasing policies of the agency.

Ability to communicate effectively, both orally and in writing, with vendors, sales representatives, and office requisitioning personnel.

Ability to deal skillfully and tactfully with suppliers to ensure adequate and timely response to agency purchasing needs and to ensure acceptable prices.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from high school, or G.E.D., and experience equal to four years full-time work in the procurement of standardized, expendable/non-expendable items;

OR

graduation from an accredited four-year college or university with a bachelor's degree in business or public administration, accounting or economics;

OR

an equivalent combination of education and experience substituting one year of the required experience for each year (30 semester hours or one year) of the required education.

Effective Date:   9/07   JG