

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PURCHASING AGENT 2

DEFINITION

Purchases a variety of standardized, expendable/non-expendable items valued at \$50,000 or less, which require technical analysis and discretion; positions may have responsibility for directing/managing the agency/institution purchasing process; and have been certified by the Department of Administrative Services as a "Procurement Center of Excellence" with advanced purchasing authority; 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

Selects sources of supplies/equipment and uses informal bidding processes or negotiated contracting techniques to procure items needed by the agency.

Conducts service contract bidding process, including selecting vendors for bid solicitation, evaluating bids, making recommendations for awards and awarding bids to the lowest compliant vendor.

Acts as liaison to agencies to determine their purchasing needs and meets with suppliers and manufacturers' representatives to discuss, develop, or revise purchase contracts, review product lines, and to discuss the suitability of price/adaptability of products to the needs of the agency.

Writes product specifications, solicits bids, price quotations, availability of discounts, transportation and handling charges from sources of supply.

Checks item samples to determine if they conform to the product specifications; evaluates the capability of the suppliers to meet the agency demands for the items; recommends or awards bids based on the suitability and price of the product and the capability of suppliers to meet agency demands.

Develops/maintains files of vendors' catalogs, business directories, names of suppliers, contract purchase orders and updates file information for new or deleted items, price changes, vendor changes and supply sources; uses guidelines (e.g., business directories, vendors' catalogs, and manuals) to determine the availability of supplies from various sources.

Inspects obsolete material/surplus equipment to establish a salvage value and to determine the most advantageous manner of disposing of materials/equipment.

COMPETENCIES REQUIRED

Knowledge of purchasing methods and procedures including open-market purchasing methods and informal contracting techniques.

Knowledge of the terms and conditions of established master contracts.

Knowledge of the sales terms and discounts available to purchasers.

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

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

Knowledge of product specifications pertaining to standardized expendable items and non-expendable items.

Knowledge of bid procedures and inventory control methods.

Ability to evaluate bids and make vendor award recommendations using considerable independent judgment.

Ability to communicate effectively orally and in writing with suppliers and manufacturers' representatives in regard to purchase contracts, product lines, and prices.

Ability to write accurate product descriptions that reflect the equipment and supply needs of the agency.

Ability to evaluate sample products of suppliers to determine conformance to product specifications.

Ability to evaluate the capability of suppliers in meeting product demands of the agency.

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

Ability to determine appropriate methods of disposing of used, surplus, or obsolete equipment that will be most beneficial to the agency.

Ability to implement and practice such procurement policies and procedures that will assure overall economic purchasing in the agency.

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 six years of full-time work in the procurement of technical, standardized, expendable and 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 and two years of the required experience;

OR

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

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months as a Purchasing Agent 1.

Effective Date: 01/15 KF