

Jurisdictional Class: Competitive  
Adopted: September 17, 1969  
Revised: June 25, 2010

**PURCHASING AGENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves the responsibility for directing a wide-scale purchasing program for various operating departments in a school district. Incumbent must exercise careful judgment since erroneous decisions may result in the loss of large sums of money. The work is performed under general supervision. Supervision may be exercised over other technical and/or clerical employees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Awards contract of sale to vendors for the purchase of equipment and supplies for various operating departments;  
Solicits and reviews bids from vendors for a wide variety of commodities;  
Has charge of the clerical review of requisitions from operating departments and the maintenance and related records on expenditures;  
Maintains liaison with contractors and sellers in their dealings with the Purchase Office;  
Keeps abreast of current price trends, market conditions and new or improved items of supply;  
Checks on deliveries of materials ordered;  
Approves vouchers on equipment and materials for payment;  
Directs the preparation of specifications for items purchased;  
Prepares purchase resolutions for consideration by appropriate governing body;  
Plans and oversees advertising for articles to be purchased;  
Confers with department heads and their representatives on the needs of their agencies;  
Keeps appropriate records needed for budget preparation.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Broad knowledge of markets, trade conditions, business methods, and purchasing practices in general, including a knowledge of a wide range of commodities;  
Thorough knowledge of current practices dealing with current studies and literature in the fields of large scale industrial and governmental purchasing;  
Ability to understand technical oral and written directions;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and four (4) years of training and/or experience in large scale purchasing of a variety of commodities.

**NOTE:** Training beyond high school in business or public administration may be substituted on a year-for-year basis for experience.