

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: PURCHASING AGENT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to manage the operations, staff, and resources of the District's procurement programs and operations. Work involves planning, managing and oversee all purchasing activities to include the procurement of goods and services; ensuring compliance with applicable procurement policies and regulations; supervising assigned staff; and managing vendor and contract relations. Classification typically reports to the Manager of Financial Control.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Plans and manages the District's procurement functions; develops and recommends procurement policies and procedures which facilitate securing the best quality materials, equipment, supplies and services at the best price; establishes work priorities and assignments; and allocates resources to meet the personnel, material and equipment needs of purchasing projects and operations.

Oversees daily procurement operations; directs the issuance of purchase orders, processing of invoices for payment, establishment and maintenance of vendor records, the reconciliations of invoices and financial statements, and related procurement activities; monitors and evaluates Division operations; implements changes to improve performance; and ensures compliance with policies, procedures, and regulations governing District procurement.

Supervises assigned staff; assists in employee selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult procurement issues; evaluates employee performance; completes employee performance appraisals; assures safe work practices; counsels employees; and recommends discipline and other personnel actions as appropriate.

Reviews, signs and/or issues purchase orders, ensuring accuracy and compliance with policies and procedures.

Negotiates and administers procurement contracts; monitors contractor performance; and ensures contract specifications are met.

Responds to questions and requests for information from vendors, contractors, suppliers, District employees, and the general public; meets with vendors to discuss services; explains and interprets purchasing policies, procedures and regulations; and researches and resolves purchasing issues and problems that cannot be resolved subordinate staff.

Develops and administers assigned operating budgets; monitors expenditures; ensures compliance with fund allocations; and maintains accurate records of financial transactions and accounting information for procurement programs.

Manages the District's inventory; establishes inventory control procedures; disposes of surplus inventory; directs the disposition of obsolete equipment; directs the establishment and maintenance of inventory records; and prepares inventory reports.

Directs the establishment and maintenance of procurement files, records, lists, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains procurement activity reports; and prepares operational and statistical reports.

Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.

Attends management staff meetings; makes presentations as requested; and represents the Purchasing Division at meetings as requested.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in, business administration, or a related field; supplemented by minimum five (5) years previous experience and/or training that includes procuring goods and services, supervising staff, and negotiating purchasing contracts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*