

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: PURCHASING AGENT
CLASS CODE: 2016
FLSA STATUS: EXEMPT
EFFECTIVE DATE: 09/29/2010 (REVISED 03/31/2008 VERSION)
DEPARTMENT: CLERK/AUDITOR

JOB SUMMARY

Under general direction of the Board of County Commissioners, purchases materials and supplies for all departments of Utah County Government and performs financial administrative duties.

ESSENTIAL FUNCTIONS

Administers the centralized purchasing function including the purchase of goods and services for the operation of County departments in compliance with existing laws and policies.

Provides control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County.

Establishes and manages a vendor evaluation program and corresponds with vendors on all aspects of the business relationship including registration, delivery requirements, substitutions, inquiries, quotations, terms, and conditions of purchase orders and contracts.

Releases solicitations (telephone quotations, Requests for Quotation, Requests for Bid, and Requests for Proposal) to vendors; reviews, tabulates and analyzes submittals for compliance; reviews insurance and bonds to ensure compliance with submittal requirements and federal, state, and county purchasing laws and ordinances; prepares recommendations of award; reviews resulting contracts for completeness.

Prepares routine general and front-end solicitation documents; reviews specifications, including those prepared by others, with County departments to determine adequacy.

Reviews and processes requisitions, checking for accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepares change orders and assists in the resolution of disputes and discrepancies on invoices.

Communicates with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assists in identifying appropriate sources, competitive methods, cost analyses and contract formats; functions as liaison between departments and vendors by assisting in the resolution of performance issues, disputes and claims.

Coordinates with Public Works to dispose of surplus, obsolete, and unusable personal property in accordance with Utah County Code section 2-1-3 (c).

Monitors assigned contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process if applicable.

Schedules and facilitates pre-bid and/or pre-project conferences to answer questions about the solicitation process and to address or interpret contract requirements.

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KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: governmental purchasing methods including state code, Utah County fiscal procedures, and Utah County Procurement Rules and Regulations; accounting principles, auditing, financial planning, and reporting techniques.

Skill in: functional business math; using a personal computer including various software applications such as Microsoft Office and Adobe; using standard office machines; reading and comprehending technical professional journals, financial reports, legal documents, abstracts and schematics.

Ability to: establish and maintain effective relationships with vendors, County departments, and the general public; read, interpret; and evaluate specifications for completeness and to assist in revisions as needed; communicate effectively orally and in writing; conduct training sessions and make effective presentations; conduct in-depth fiscal research; establish and maintain detailed record-keeping systems; prepare business letters, financial reports, policies, procedures, and summaries; obtain and interpret market prices and trends and to apply such interpretation to procurement issues.

PHYSICAL DEMANDS

Regularly: sits at a desk or table; walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: lifts or otherwise moves objects weighing up to 20 pounds.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room. Work occasionally requires the incumbent to give negative information to department heads, County employees, and the public.

EDUCATION AND EXPERIENCE

Bachelor's degree in business management, economics, marketing, finance, or a related field and four (4) years of experience in a procurement-related field. Equivalent combinations of education and experience may also be considered.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.