

**POSITION: Purchasing Agent**

**Posting # 2016-0119ksa**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

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### **REQUIRED ATTACHMENTS TO APPLICATION:**

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable
- Required licensure

**STARTING GRADE: 511, Step A: \$27.42 – Step G: \$31.51 per hour**  
**\$2,193.60 - \$2,520.80 Bi Weekly**

**Salary will be determined upon experience and or education**  
**Plus benefits package - Step increase available after completing probation and annually thereafter.**

**OPENING DATE: January 28, 2019**

**CLOSING DATE: February 11, 2019**

*The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months*  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **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.

### **DUTIES INCLUDE:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Administer the centralized purchasing function including the purchase of goods and services for the operation of County departments in compliance with existing laws and policies.
- Provide control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County.
- Establish and manage 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.
- Release solicitations (telephone quotations, requests for quotation, requests for bid, and requests for proposal) to vendors; review, tabulate and analyze submittals for compliance; review insurance and bonds to ensure compliance with submittal requirements and federal, state, and county purchasing laws and ordinances; prepare recommendations of award; review resulting contracts for completeness.
- Prepare routine general and front-end solicitation documents; review specifications, including those prepared by others, with County departments to determine adequacy.
- Review and process requisitions, check for accuracy and conformance with federal, state, and county purchasing laws and ordinances; prepare change orders and assist in the resolution of disputes and discrepancies on invoices.
- Communicate with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assist in identifying appropriate sources, competitive methods, cost analyses and contract formats; function as liaison between departments and vendors by assisting in the resolution of performance issues, disputes and claims.

- Track and manage County Fixed Asset list and verify purchase card purchases.
- Coordinate with Public Works to dispose of surplus, obsolete, and unusable personal property in accordance with Utah County Code section 2-1-3 (c).
- Monitor assigned contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process if applicable.
- Schedule and facilitate pre-bid and/or pre-project conferences to answer questions about the solicitation process and to address or interpret contract requirements.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of governmental purchasing methods including state code, Utah County fiscal procedures, and Utah County Procurement Rules and Regulations

Knowledge of accounting principles, auditing, financial planning, and reporting techniques

Skilled in functional business math

Skilled in using a personal computer including various software applications such as Microsoft Office and Adobe

Skilled in using standard office machines

Skilled in 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

Ability to read, interpret, and evaluate specifications for completeness and to assist in revisions as needed

Ability to communicate effectively verbally and in writing

Ability to conduct training sessions and make effective presentations

Ability to conduct in-depth fiscal research

Ability to establish and maintain detailed record-keeping systems

Ability to prepare business letters, financial reports, policies, procedures, and summaries

Ability to obtain and interpret market prices and trends and to apply such interpretation to procurement issues

**REQUIREMENTS FOR EMPLOYMENT:**

**Required Education and Experience**

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

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.