



Purchasing Agent

Job Description

Department: Clerk / Auditor
Position: Career Service
Grade: 511
Supervisory: No
Reports to: Purchasing Manager

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

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

1. 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.
2. Provide control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County.
3. 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.
4. 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.
5. Prepare routine general and front-end solicitation documents; review specifications, including those prepared by others, with County departments to determine adequacy.
6. 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.
7. 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.

For Office Use Only

Job Code: 2016
Job Title: Purchasing Agent
FLSA: Exempt
Effective Date: 1/25/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

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

Knowledge, Skills, and Abilities

- 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

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances.

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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 20 pounds. The employee may drive a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work 80 hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

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.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee_____ Date_____

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