

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

PURCHASING AGENT

DEFINITION:

Under the direction of the Business Administrator, perform a variety of technical duties involving the purchase of services, supplies and equipment; obtain quotes, process bids, and review purchase orders and specifications; order items in accordance with policies and procedures; coordinate facility rentals and travel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of technical duties involving the purchase of services, supplies, and equipment; assure the smooth and timely delivery of goods and services to schools and departments.
- Research and evaluate sources of supply; obtain written or verbal quotations from vendors; process and evaluate formal bid specifications and contracts; assure compliance with applicable laws, codes, rules and regulations related to formal and informal bidding procedures.
- Receive, review, and process purchase requisitions; assure accuracy and completeness of order information and proper signatures; inspect orders for accuracy and completeness regarding account coding and cost calculations.
- Order services, supplies, and equipment in accordance with established policies and procedures; award bids or quotes and prepare purchase orders; assure compliance with bid specifications and formal or informal quotations; contact other departments to assure receipt of ordered goods.
- Input purchase order information into an assigned computer system including delivery address, discounts, account coding, purchase amounts, product quantity and other required data; generate purchase orders and submit for approval as necessary; maintain automated records as appropriate.
- Contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary; maintain and update vendor catalogues and files; follow up on delayed shipments, discrepancies, and damaged deliveries.
- Communicate with vendors and personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, product descriptions, invoices, statements, deliveries, prices, and payments.
- Prepare and maintain a variety of records and analyze reports related to purchase orders, inventory, expenditures, product information, prices and assigned activities.
- Operate a variety of office equipment including a calculator, computer and assigned software.
- Maintain appropriate levels of regular store stock items; prepare quotations when inventory falls below pre-determined stock levels.
- Prepare a variety of correspondence related to the purchasing function including memoranda, correspondence, bulletins, and cancellation notices.
- Prepare and process travel requests, reservations, transportation requests and travel itineraries for districts staff, high school athletic teams and school clubs; provide information to staff regarding allowable reimbursement items and per diem amounts; reconcile district credit card statements for travel expenses; ensure travel requests are approved by administrator or board prior to making travel arrangements.
- Oversee and coordinate facility rentals; collaborate with school administrators to schedule space rentals and facilitate space rental needs; create invoices to collect appropriate fees per the use of school facilities/rental agreement; track invoices to ensure fees are collected in a timely manner; ensure rentals are in compliance with district policies, rules and procedures.

- Attend and participate in a variety of meetings, workshops and serve on committees as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in business administration, accounting, or related field and two (2) years experience in the purchase of supplies and equipment.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Basic purchasing policies, practices and terminology.
- Applicable laws, codes, regulations, policies, and procedures.
- Local vendors and sources of supply.
- Technical aspects of researching, comparing and purchasing supplies, materials and equipment.
- Record-keeping and report preparation techniques.
- Operation of standard office equipment including a computer and assigned software.
- Database management programs and techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Mathematical computations

Ability to:

- Perform a variety of technical duties involving the purchase of services, supplies and equipment.
- Research and evaluate sources of supply.
- Obtain verbal and written price quotations.
- Prepare, review, verify and process purchasing forms and documents.
- Communicate effectively, verbally and in writing.
- Order items in accordance with policies and procedures.
- Maintain vendor lists and catalogs.
- Process bid specifications.
- Operate standard office equipment, including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written directions.
- Plan and organize work.
- Maintain records and prepare reports.
- Meet schedules and time lines.
- Add, subtract, multiply and divide quickly and accurately.
- Type or input data at an acceptable rate of speed.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment

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

- Dexterity of hands and fingers to operate a computer keyboard.

- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Repetitive hand/body motions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

Exempt

APPROVAL DATE

SALARY GRADE

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