

**GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**  
**JOB TITLE: PURCHASING AGENT**  
**AUXILIARY SERVICES DIVISION**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs technical accounting and purchasing work in order to procure goods and services for GCS in accordance with the North Carolina General Statutes and local procedures. Work involves preparing bid specifications and related documents for the purchase of materials, supplies, and services. Employee is responsible for reviewing purchase documentation to ensure that funds are available and necessary documentation is filed. Employee is also responsible for monitoring, preparing, compiling, and maintaining financial records and reports. Employee serves as a liaison between vendors and the organization, maintaining current knowledge of materials and price lists for use when ordering materials, equipment, supplies, etc. Employee reports to the Assistant Purchasing Officer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

Prepares appropriate documents for the purchase of materials, supplies, equipment, construction and service contracts according to applicable laws, rules, procedures and regulations of the State of North Carolina and the Guilford County School System.

Reviews and verifies purchase requisitions to ensure that appropriate budget codes and acquisition procedures are followed.

Develops and prepares specifications for materials ordered, prepares specifications for construction projects; solicits bids from vendors; makes vendor selection recommendations based on materials quality and price quotes.

Evaluates services and processes and makes recommendations on whether to perform functions in-house or through a contract process.

Works closely with vendors and maintains familiarity with current products and price schedules.

Monitors internal procedures to ensure compliance with State, local, and organizational procedures; assists in evaluating internal procedures to ensure compliance with organizational goals and objectives.

Monitors, prepares, compiles, and maintains financial records and reports.

Ensures furniture and equipment standards are met for safety and instructional purposes.

Assists with procurement card audits.

## PURCHASING AGENT

### ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration, public administration, accounting, or a related field, and 1 to 2 years of experience in purchasing in a governmental setting; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have ability to build and post features in today's WEB enabled purchase applications.

### SPECIAL REQUIREMENTS

Must obtain possession of a Certified Local Governmental Purchasing Officer (C.L.G.P.O.) certificate within five years of employment. This C.L.G.P.O. certification must be maintained by earning ten (10) renewal certification points within each successive five (5) year period following initial certification. Must maintain membership in the Carolinas Association of Governmental Purchasers and the National Institute of Governmental Purchasing. Must also possess required any state certification.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, copier, facsimile machines, etc.

Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, invoices, requisitions, bid requests, specifications, contracts, catalogs, etc.

Requires the ability to prepare correspondence, bid specifications, reports, purchase orders, invoices, contracts, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

## **PURCHASING AGENT**

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions.

Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear).

Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of public sector purchasing and accounting principles, practices and procedures.

Considerable knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of the formal and informal bid processes.

## **PURCHASING AGENT**

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

General knowledge of modern office practices and procedures.

General knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services.

General knowledge of the principles of organization and administration.

Skill in complete and accurate document preparation for purchasing.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to perform cost analyses.

Ability to prepare bid specifications for a variety of equipment and services.

Ability to exercise independent judgment in selecting from items available and cost quotations when recommending purchases.

Ability to compile and maintain accurate inventory and purchasing records and prepare periodic reports from these records.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.