

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Purchasing Agent, Senior

**Department:** Purchasing

**Location:** District Office

**Date:** July 1, 2021

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**POSITION PURPOSE**

Under the direction of an assigned administrator, the Purchasing Agent coordinates purchasing services by acting as a buyer for the District. In addition to the regular Purchasing Agent duties, this position performs a variety of complex technical duties related to the acquisition of goods and services, and public works projects for the District in accordance with established laws, policies, procedures and guidelines. Incumbent in this position serves in a lead capacity, prepares formal bid documents, performs more complex procurements and contract administration, and coordinates assigned activities with other departments, outside vendors and agencies and the general public.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Coordinate Purchasing services with those of other departments and outside vendors.
2. Review requisitions for the purchase of materials, supplies, equipment, and services for clarity of descriptions, specifications and documentation; contacts appropriate department for further information if needed; determine appropriate methods of procurement such as Purchase Orders, Blanket Purchase Orders, or Request for Check, including whether or not to bid it out legally or informally. Approve requisitions and enters them into the Requisition Log.
3. Research, contact, and select potential vendors to receive proposals for price, quality, and timeliness of delivery. Make independent judgment on purchases up to authorized dollar limits and specifications in conformance with established procurement procedures and legal requirements. Recommend current and/or new vendors. Conveys delivery, inventory, and quality goals to vendors. Process Requisitions, Purchase Orders, Blanket Purchase Orders, Change Orders, Receipts, and updates vendor files, using purchasing software.
4. Anticipate and plan for upcoming projects; schedules, coordinates, obtains specifications, write Request for Bids and Proposals, awards, processes, and expedite complicated advertised bids in coordination with Facilities Project Managers, Deans, Consultants and Vendors; make certain the whole process moves smoothly and on schedule.
5. Establish and communicate patterns of supply and product usage so that vendors can anticipate needs and meet requirements. Learn vendor cycles and procedures to optimize delivery time. Review trends in material and supply usage and acts when applicable.
6. Expedite orders; resolve discrepancies in requisitions, purchase orders, contracts, invoices, and receipts.
7. Develop and maintain a directory of vendors and necessary purchasing files.
8. Work with the Warehouse personnel to participate in the planning, organizing, and coordinating the physical inventory of the District's fixed assets, prepare and process board agendas, auctions, sales, and disposal of surplus. Work with the Accounting Department to maintain the fixed asset inventory spreadsheets.
9. Identify opportunities for improving service delivery methods and procedures and views with appropriate management staff. Implements improvements.
10. Oversee and participate in developing and maintaining a directory of vendors. Pre-qualify vendors based on price, service, quality, etc.

11. Collaborate with construction managers and project engineers to bid public work projects and Request for Proposals for bond program.
12. Participate at job walks for public works project to instruct bidders on the bid process and District requirements.
13. Work with consultants and legal counsels to develop RFPs for major complex construction projects utilizing alternate delivery methods such as design-build and lease-leaseback.
14. Provide project administration for construction contracts and other public projects. Coordinate and prepare contract correspondences with contractors, subcontractors, public agencies and the public; act as contract administrator for substitution of subcontractor requests, stop payment notices, and public record requests; process change orders.
15. Serve as a liaison for the District between District staff, consultants, vendors, contractors, governmental agencies, and the Public to acquaint them with procurement policies and procedures and to obtain information on products, services, or bid solicitations.
16. Clear any encumbrances at year-end related to BPOs and POs.
17. Provide training to other department personnel on purchasing guidelines, including the functionality and usage of requisitions, BPOs, and POs.
18. Perform other duties as assigned that support the overall objectives of the position.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

1. Purchasing and procurement programs including: project management, contract negotiations and administration, cost analysis, file maintenance, warehousing, inventory control, and surplus disposal.
2. Well-developed oral and written communication skills.
3. Report writing, record keeping and organizational skills.
4. District organization, operations, policies and objectives.
5. Procedures used in contracting for professional services, construction and the purchase of supplies and equipment.
6. Excel, Word, Outlook, internet, purchasing applications and software.
7. Modern office practices, procedures and equipment.

### **Skills and Ability to:**

1. Give presentations, initiate and chair meetings with vendors and requestors, write detailed bids and specifications, send e-mails, and write formal letters.
2. Use math skills to perform calculations on 10-key and analyze costs.
3. Establish harmonious and effective work relationships with departments and outside vendors.

4. Communicate effectively and tactfully in both oral and written form.
5. Establish and maintain cooperative and effective working relationships with others.
6. Work independently and with sound judgment within procedural guidelines.
7. Carry out both oral and written instructions, quickly identify problems and situations, and take appropriate action to resolve the underlying cause.

**Experience and Education:**

1. Bachelor's degree from an accredited college with major course work in purchasing, materials management, business administration, or a related field plus.
2. Four years of increasingly responsible experience in purchasing, materials management, business administration or a related experience.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

**WORKINGS CONDITIONS**

**Environment**

1. Typical office environment.

**Physical Demands**

1. Requires ordinary ambulatory skills, visual acuity to read letters and numbers, auditory ability to carry on conversations in person and over the phone. Sufficient hand-eye coordination to use a personal computer keyboard. Requires auditory ability to carry on conversations over the phone and in small group settings.

Board Approved: 9/1/2021

Salary Range: 120 (reclassified from Purchasing Agent 110)

EEO Category: 2B2 – Other Professionals