

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

Position: Purchasing Agent, Senior

Department: Purchasing

Location: District Office

Date: May 14, 2025

POSITION PURPOSE

Under the direction of an assigned administrator, the Senior 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 other departments and outside vendors.
2. Review requisitions for the purchase of materials, supplies, equipment, and services for clarity of descriptions, specifications and documentation; contact 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 enter 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; schedule, coordinate, obtain 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. Conduct bid openings; receive bids, quotes, and proposals and conduct vendor pre-qualification and selection processes; and organize and lead evaluation committee processes by evaluating and analyzing data, interviewing vendors, conducting reference checks, and recommending award based on price and conformance to specifications while ensuring a fair and equitable process in compliance with legal requirements and established policies and procedures.
7. Administer construction contracts by coordinating and preparing all correspondence with contractors, subcontractors, public agencies, and general public; prepare, review, and submit contracts and supporting documentation for execution; process change orders; ensure compliance with regulatory and contract stipulations.
8. Expedite orders; resolve discrepancies in requisitions, purchase orders, contracts, invoices, and receipts.

9. Work with the Warehouse to plan, organize, and coordinate 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.
10. Identify opportunities for improving service delivery methods and procedures, and review with appropriate management staff. Implement improvements once approved.
11. Oversee and participate in developing and maintaining a directory of vendors. Pre-qualify vendors based on price, service, quality, etc.
12. 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.
13. 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.
14. Clear any encumbrances at year-end related to BPOs and POs.
15. Provide training to other department personnel on purchasing guidelines, including the functionality and usage of requisitions, BPOs, and POs.
16. 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. Advanced principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to District operations.
3. Principles and practices of complex contract preparation, negotiation, and protest resolution.
4. Complex specification writing, commodity markets and practices, pricing methods, and sales as applied to purchasing transactions.
5. Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
6. Well-developed oral and written communication skills.
7. Report writing, record keeping and organizational skills.
8. Modern office practices, procedures, software applications 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. Lead or prepare assigned procurement, purchasing, and contracting activities in an independent and cooperative manner.

3. Prioritize work; meet critical deadlines or schedules, work independently and with sound judgment within procedural guidelines.
4. Prepare reports and analyze costs
5. Establish harmonious and effective work relationships with departments and outside vendors.
6. Plan, organize, and carry out assignments with minimal direction.
7. Establish and maintain cooperative and effective working relationships with others.
8. 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 or equivalent from an accredited college with major course work in finance, accounting, business administration, or a related field.
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; 5/13/25

Salary Range: 120 (reclassified from Purchasing Agent 110 effective July 1, 2021)

EEO Category: 2B2 – Other Professionals