

NEW CASTLE COUNTY GOVERNMENT

Number 0145

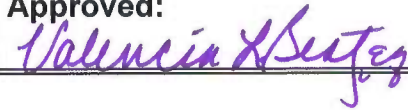
CLASS SPECIFICATION

Page 1 of 2

Date 10/04/13

Title: PURCHASING AGENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs professional tasks in the purchasing of a wide range of commodities including supplies, equipment, professional services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for all professional purchasing activities. This employee uses knowledge of commodities and purchasing methods and procedures to arrange for the purchasing of specified materials, supplies, and equipment and performs work with considerable independence within established policies, procedures, and laws. This employee must possess strong negotiating skills. Supervision may be exercised over a number of employees in different classifications. This employee works under general supervision but has latitude for the exercise of independent judgement within established policies and procedures.

EXAMPLES OF WORK: (Illustrative only)

- Reviews requisitions and other requests for purchases to determine the appropriate purchasing method;
- Solicits necessary price and related information and concludes purchasing of supplies and materials;
- Monitors spending by commodity in compliance with the New Castle County Code;
- Makes certain that bids are prepared for all commodities which exceed the legal dollar limit as outlined in the New Castle County Code;
- Works closely with departments to obtain information to write necessary bids and advises them on legal procedures to be followed;
- Conducts bid openings, evaluates bids, and recommends acceptance or rejection;
- Writes and administers legally binding contracts/bids for single and multi-departments, ensuring that the scope of the contract and pricing is followed;
- Analyzes bids and tabulates scores so that the bid may be awarded to the most responsive and responsible bidder;
- Supervises various staff in their daily duties;
- Defends all challenges to awards;
- Resolves disputes and challenges between agencies and vendors;
- May cancel vendor contracts for non-compliance and determine penalties;
- Resolves billing problems for Accounts Payable;
- Encourages minority and small business participation by attending minority trade fairs and related small business development programs;

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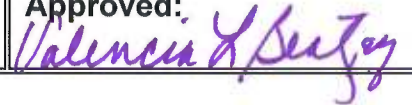
CLASS SPECIFICATION

Page 2 of 2

Date 10/04/13

Title: PURCHASING AGENT

Approved:



- Receives incoming goods and supplies and sees that they are stored or distributed to proper departments;
- Interviews vendors, sales personnel, and general managers/representatives concerning the purchasing of supplies and equipment;
- Meets with new vendors to discuss new products and services;
- Assists in determining the purchase price of land to be acquired by the County;
- Negotiates contracts for goods, services and professional services;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of business methods, markets, and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; ability to obtain and maintain the Certified Professional Public Buyer certification (CPPB); ability to communicate courteously and effectively, both verbally and in writing; ability to supervise others; tact and diplomacy in dealing with vendors and departmental representatives; initiative and resourcefulness; ability to draw valid conclusions; integrity.

MINIMUM QUALIFICATIONS: At least two (2) years purchasing experience with possession of a Bachelor's Degree with major course work in business or public administration; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check. Possession and maintenance of Certification as a Certified Professional Public Buyer certification (CPPB) from the Universal Public Purchasing Certification Council. If not currently certified, must become certified within three years of date of hire.

HISTORY OF REVISIONS:

Established: Circa 1973
Revised: 07/01/87
Revised: 06/12/89
Revised: 09/08/92
Revised: 07/01/97
Revised: 01/13/04
Revised: 03/31/06
Revised: 10/04/13