



Purchasing Agent

Job Description

Department: Auditor
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Purchasing Manager

Summary

Under general direction of the County Purchasing Manager, facilitates the purchase of materials and supplies for all departments of Utah County Government and performs financial administrative duties. Incumbents serving in this classification function as backup to the Purchasing Manager and perform similar duties under the Purchasing Manager's direction.

Essential Functions

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

1. Perform County purchasing functions; purchase goods and services for the operation of County departments in accordance with administrative rules and codes, local, state, and federal laws.
2. Provide control and consistency to the procurement of supplies, materials, and equipment of the desired grade and quality at prices favorable to the County.
3. Establish and oversee a vendor evaluation program; correspond with vendors on all aspects of the business relationship including registration, delivery requirements, substitutions, inquiries, quotations, terms, and conditions of purchase orders and contracts.
4. Prepare solicitation documents; review specifications, including those prepared by others, with County departments to determine completeness; make or recommend changes, as needed.
5. Review and approve requisitions; ensure accuracy and conformance with federal, state, and county purchasing laws and ordinances; assist with resolving disputes and discrepancies on invoices.
6. Communicate with County departments regarding needs for services, materials, supplies and equipment, and required delivery schedules; assist with identifying appropriate sources, competitive methods, cost analyses, and contract formats.
7. Function as liaison between departments and vendors; assist with resolving performance issues, disputes, and claims.
8. Track and manage County Fixed Asset list and verify purchase card transactions.
9. Coordinate with Public Works to dispose of surplus, obsolete, and unusable County property in compliance with local, state, and federal laws and ordinances.

For Office Use Only

Job Code: 2016
Job Title: Purchasing Agent
FLSA: Exempt
Effective Date: 7/6/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

10. Monitor assigned contracts to gather historical data, ensure compliance, and to facilitate a timely renewal process, when applicable.
11. Create training materials and train County employees on Purchasing policies and procedures.
12. Function as back-up to Purchasing Manager; perform related duties, as directed.

Knowledge, Skills, and Abilities

- Knowledge of governmental purchasing methods
- Knowledge of Utah state code
- Knowledge of Utah County fiscal procedures
- Knowledge of Utah County Procurement Rules and Regulations
- Knowledge of accounting principles, auditing, financial planning, and reporting techniques
- Skilled in functional business math
- Skilled in Microsoft Office Suite
- Skilled in using various software programs unique to the Auditor's Office
- Skilled in reading and comprehending technical professional journals, financial reports, legal documents, abstracts, and schematics
- Ability to establish and maintain effective relationships with those contacted during the course of work activities
- Ability to read, interpret, and evaluate specifications for completeness and to assist with revisions, as needed
- Ability to communicate effectively verbally and in writing
- Ability to conduct in-depth fiscal research
- Ability to establish and maintain detailed record-keeping systems
- Ability to prepare business correspondence, financial reports, policies, procedures, and summaries
- Ability to obtain and interpret market prices and trends to resolve procurement issues
- Ability to train others in County purchasing policies and procedures

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for County employees involved with the purchasing process.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high stress situations, including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

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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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in business management, economics, marketing, finance, or a related field.
2. Three (3) years of experience in a procurement-related field.
3. Equivalent combinations of education and experience may also be considered.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

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Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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