

## DEPARTMENTAL PURCHASING AGENT II

Positions in this class provide procurement services for a major organizational segment or a major group of commodities within a large State agency or university. Work involves: the review of authorized requisitions; determination of appropriate acquisition procedure (order against existing State contract, quote, bid, forward to State Purchase and Contract) based on nature of requisitioned item(s) and dollar amounts as authorized by State law; preparation of purchase orders; and coordinating the execution of purchase agreements.

### I. DIFFICULTY OF WORK

Complexity of Work - Work is complex, usually requiring involvement with the procurement of a number of specialty and/or technical items, especially in specification development and vendor identification, along with a wide variety of more standard commodities. Work process and procedures do not vary significantly.

Nature of Guidelines - Work performed within limits established in general statutes, policies and procedures established by North Carolina State Purchase and Contract, and internal policies set by management and/or supervisor.

### II. RESPONSIBILITY

Impact of Work - Direct contribution to efficiency of agency or university operations through the procurement of goods and services in a timely manner; indirect impact on quality of operations.

Work Controls and Supervision Received - Work is controlled and supervised by Departmental Purchasing Officer. Within area of assignment, routine activities are handled independently. Problems resulting from special technical questions on policy issues are referred to supervisor.

Responsibility for Others - While work may be assigned to clerical staff, positions do not directly supervise other employees.

### III. PERSONAL RELATIONSHIPS

Frequent contact with program managers, vendors, manufacturers, and State Purchase and Contract. Contacts primarily for the purpose of receiving and conveying information clarifying specifications of goods or services to be purchased, information concerning new products, information clarifying terms of purchase agreement, or communications with vendors concerning problems in the shipment, transport, or receipt of goods.

### IV. JOB REQUIREMENTS

Knowledges, Skills, and Abilities - Thorough knowledge of large scale purchasing methods and procedures. General knowledge of the various grades and qualities of materials and commodities being purchased. Ability to: apply and interpret established rules and regulations; maintain records of some complexity and to prepare reports on tabulations from these records; establish and maintain effective working relationships with departmental personnel and manufacturers' representatives.

Minimum Education and Experience - Graduation from a four-year college or university and two years of experience in large scale purchasing; or high school and five years of experience in large scale purchasing; or an equivalent combination of education and experience.

Minimum Education and Experience of Trainee Appointment - Graduation from a four-year college or university; or high school graduation and four years of experience, three of which must have been in a purchasing operation; or an equivalent combination of education and experience.

Special Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions, but may not be applicable to all positions.