

EMPLOYEE NAME: \_\_\_\_\_

Created: 7/05 Revised: 7/09; 11/09; 2/11, 4/12, 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Purchasing Agent	<b>JOB CODE:</b> 466A
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Business Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Director of Procurement Services	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Performs comprehensive solicitation and contract administration functions for complex and/or sensitive procurement activities within applicable laws, rules, regulations, and policy of Cobb County School District, the State of Georgia, and the federal government.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree
2.	Certification/License Required: None, but must obtain Certified Professional Public Buyer (CPPB) or equivalent within 12 months of employment; Certified Professional Public Buyer (CPPB) or equivalent certification preferred
3.	Experience: 4 years of experience in a procurement-related position; 1 year supervisory experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer (Microsoft Office, Internet Explorer, Adobe Writer), leadership, analytical, organization, planning

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises, evaluates, and trains Procurement Technician and Senior Buyer employees.
3.	Monitors and directs employees on work related to complex solicitation projects.
4.	Performs functions for complex and/or sensitive purchasing actions including conducting market research, researching past expenditures, guiding overall solicitation process including specification development, issuance, evaluation methodology, and award recommendation.
5.	Serves as liaison between customers (schools and departments) and suppliers to ensure receipt of goods and services according to the terms and conditions and quality standards of the bid contract; takes aggressive action to protect the customer's interest if the terms, conditions, or quality standards of the contract are not followed by the successful supplier.
6.	Performs contract administration functions including negotiating complex contracts, monitoring supplier services for prompt delivery and quality control; recommends legal review of vendor documents; participates in negotiations with vendors and legal representation.
7.	Demonstrates exceptional judgment, analytical, and organizational skills in all aspects of the solicitation process and contract management.
8.	Maintains contact with suppliers to both identify prospective vendors and encourage their participation in CCSD's procurement process.
9.	Provides input in the development and/or revision of Procurement Policies and Procedures.
10.	Maintains current knowledge of purchasing practices through vendor contact, organization membership, trade literature, training, and trade shows.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_