

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title:	Purchasing Agent I	Date Prepared:	04/2003
FLSA Status:	Non-Exempt		

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

479	Purchase Orders	Process requisitions and prepare purchase orders.
473	Purchase Specifications	Prepare (or assist in preparing) specifications for purchases of materials, supplies, and equipment. Evaluate products. Vendor liaison.
474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
471	Request for Proposal/Bids	Prepare, issue and/or renew requests for bids and/or proposals. Make or coordinate necessary advertisements and public notices.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
484	Market Analysis	Study prices, trends, market conditions, and identify sources of supply and new product development.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
470	Purchasing Administration	Administer purchasing policies and procedures. Answer questions and resolve problems of personnel participating in purchasing activities.

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Activity Name (cont.)

472	Vendor Liaison	Coordinate purchasing activities, meet, and communicate with current or potential vendors. Perform follow-up with vendors as needed.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
047	Professional Meetings	Attend professional association meetings <u>as required</u> .
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience

Supervisory Responsibility: yes

Type of Supervision: Supervision is typically part-time with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is little or no responsibility for controlling costs and enhancing methods for performing work activity.

Effective Date: 07/01/2003