

As a Purchasing Agent, you will assist in purchasing critical goods, services, and construction-related supplies.

### **JOB DESCRIPTION**

- Purchasing Agent
- This is a developmental job at the “first rung of a career ladder” that is intended to lead to the full performance level of work.
- Works under the direct supervision of the Purchasing Agent Supervisor.
- Serves in the Procurement and Contracts Department in the Office of Supply Chain Management at the Corporate Office Building.

Procures a variety of limited dollar value goods, services and small construction-related supplies through noncompetitive open market purchases or through established contracts and competitive open market purchases. Performs related functions.

### **GENERAL RESPONSIBILITIES**

- Procures a variety of supplies, equipment and services for assigned customers and, at times, airport tenants.
- Assists in reviewing incoming requisitions for proper format and checks that appropriate approvals have been obtained, description of materials/services is clear, and that dollar amount is within scope of the Unit’s operations.
- Assists requestor to develop appropriate language prior to soliciting bids on items/services requested. Uses a variety of solicitation and purchasing methods, such as Request for Quotation (RFQ), Invitation for Bid (IFB), oral solicitation and calls against Blanket Purchase Agreements (BPAs).
- Works with requestor’s Contracting Officer’s Technical Representative (COTR) and senior level contracting staff to determine appropriate bid evaluation factors, if needed.
- Determines schedule for procurement process, generates required documentation, and responds to basic questions about contracting issues with assistant from Supervisor or senior level contracting staff. Coordinates with the COTR to amend contracts based on offeror questions.
- Assists in the development and review of statement of work (SOW) for service/maintenance contracts. Uses various automated databases, guides, and lists to determine potential sources for purchases.
- Evaluates “equal brands” to identify alternative vendors/products that meet the specifications stated in the solicitation.
- Enters data from bids into automated database, Maintains written files on all data submitted for evaluation of offers. Assists in the preparation of justification/determination of findings for sole source purchases, and final purchase order.
- Assists in awarding firm fixed-price/fixed unit price, indefinite quantity, and other contract types through sealed bidding.
- Monitors progress and follows up on delivery discrepancies or complaints. Contacts vendors/suppliers to resolve discrepancies. Maintains contract administration records, receives

invoices, coordinates review/approval with the requestor and certifies payment. Processes contract close out upon verification of completion.

- Performs other duties assigned.

### **QUALIFICATIONS**

1. Two years of progressively responsible experience coordinating or providing a wide range of administrative-logistical support services in support of a professional staff.

At least one (of the two) years of experience must be in supporting procurement/contracting functions.

### **KNOWLEDGE, SKILLS AND ABILITIES (KSA)**

1. Skill in using and establishing e-files and paper files.
2. Ability to learn and apply new automated systems, with emphasis on database and spreadsheet software.
3. Skill in handling multiple projects concurrently and ensuring coordination and integration among related efforts.
4. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information) and make corrections and/or recommendations.
5. Ability to speak and write effectively.
6. Skill in using a computer and office suite software.

### **PREFERRED QUALIFICATIONS**

1. Public sector purchasing experience.
2. Experience using an automated procurement system, such as an enterprise system, covering the procurement-supply chain.
3. General knowledge of, and ability to apply, types of contracts (e.g., firm fixed-price and fixed unit price), solicitation and purchasing methods (e.g., RFQ, RFP, IFB) and purchasing procedures.
4. A Universal Public Procurement Certification Council (UPPCC) Procurement Certification or another nationally/Federally recognized procurement certification/credential.

### **EDUCATION**

1. A high school diploma, a Certificate of General Education Development (GED), or an equivalent combination of education, experience, and training.

### **CERTIFICATIONS AND LICENSES REQUIRED**

1. A state driver's license in good standing.

2. Certification from the Universal Procurement Certification Council (UPPCC) or another national/Federally recognized procurement certification/credential within two years of receiving the Final Offer Letter.

**NECESSARY SPECIAL FACTORS**

- Work is typically reviewed in progress upon completion for quality, quantity, timeliness, teamwork, customer service, and other factors.
- Must maintain required certification(s). Must meet in-service and continuing education/training requirements.