

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

JOB DESCRIPTION

- Purchasing Agent
- This is a full performance level job.
- 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 projects through noncompetitive open market purchases, purchases under 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.
- Reviews incoming requisitions for proper format and checks that approval has been obtained, description of materials/services is clear, and dollar amount is within scope of 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), Request for Proposal (RFP), Invitation for Bid (IFB), oral solicitation and calls against Blanket Purchase Agreements (BPAs).
- Works with requestor's Contracting Officer's Technical Representative (COTR) to determine appropriate evaluation factors, if needed in addition to price.
- Determines schedule for procurement process, generates required documentation, and responds to basic questions about contracting issues. Coordinates with the COTR to amend contracts based on offeror questions.
- Reviews and provides feedback to COTR on Statement of Work (SOW) for service/maintenance contracts.
- Uses various automated databases, guides, and lists to determine potential sources for purchases.
- Coordinates with COTR to review and evaluate "equal brands".
- Researches to identify alternative vendors/products that meet the specifications.
- Enters data from bids into automated database; maintains files on all data submitted for evaluation of offers.
- Prepares and/or reviews procurement justification/determination of findings for sole source purchases, and prepares final purchase order.
- Awards firm fixed-price/fixed unit price, indefinite quantity, and other contract types through sealed bidding or negotiation. Notifies unsuccessful offerors.
- Monitors progress and follows up on delivery discrepancies or complaints. Contacts vendors/suppliers to resolve discrepancies. Maintains contract administration records.

- Processes contract close out upon verification of completion.
- Performs other duties assigned.

QUALIFICATIONS

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

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

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

1. 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.
2. Skill in handling multiple projects concurrently and ensuring coordination and integration among related efforts.
3. Skill in using and establishing e-files and paper files.
4. Ability to learn and apply new automated systems, with emphasis on database and spreadsheet software.
5. Ability to perform general analyses of data and information (including identifying the accuracy and relevance of the information) and make corrections and/or recommendations.
6. Ability to speak and write effectively.
7. 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. 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.

A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the four years of experience. For example, an Associate's Degree may substitute for two years of experience.

However, the two years of experience supporting procurement/contracting functions are required.

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.