

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2018**

**PURCHASING AGENT II**

**FLSA STATUS: NON-EXEMPT - PAY GRADE: 10 – C**

**JOB FAMILY: PURCHASING      JOB FUNCTION: BUSINESS SERVICES**

**GENERAL STATEMENT OF JOB**

The Purchasing Agent II performs professional work in supporting the college's purchasing activities. Incumbent purchases or recommends the acquisition of needed supplies, equipment, tangible property and services. Duties include research and development of formal invitation to bid, request for proposal (RFP), and request for qualifications (RFQ) specifications for materials, services and equipment valued at more than \$50,000, reflecting quality levels and functionality for the purposes intended. Employees in this class perform various detailed administrative support duties requiring an acute degree of accuracy, and provide training and instruction to college wide end users in proper methods and procedures.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Ensure all purchasing activities under charge comply with applicable federal, state, and board policies, College APM's and purchasing desk top procedures.

Research and develop solicitation specifications for assigned contracts, and supplies and equipment, gathering information from various departments on purchase requests to determine quality levels best suited for the purpose intended.

Develop bidder lists for mailing of bid invitations, and analyze and quotations; approve award of contracts less than "Purchase Category III of Florida Statute 287.017" and recommend approval of purchases greater than "Purchase Category III of Florida Statute 287.017."

Ensure requisitions conform to pre-established standards for specifications, and determines methods of solicitation.

Review and approve purchase orders with the limits of authority defined in AMP #05-0402 (up to Purchase Category III of Florida Statute 287.017").

Independently facilitate and manage development of RFP's, RFQ's and prepare solicitation specifications and negotiate resultant contract awards.

Solicit formal sealed bid/proposal pricing at any level and delivery terms from vendors in assigned area.

Conduct reviews, provide analysis, and submit written reports as required.

Assess vendor bid/proposal submittals for responsiveness.

Monitor and perform follow up activities necessary to ensure timely processing of orders and requisitions; prepare correspondence and develop written reports of findings and recommendations.

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Ensure proper public record maintenance of all records and files, i.e., on-line vendor files, purchase orders, change orders and contracts.

Write Board agenda items recommending award for District Board of Trustee (DBOT) review and approval of purchases over limits defined in APM #05-0402. (i.e. greater than "Purchase Category IV of Florida Statute 287.9017")

Attend purchasing related meetings with other personnel and entities for the purpose of establishing mutually cooperative goals.

Maintain the Purchasing Department PeopleSoft training manual and provide college wide training, as assigned.

Facilitate public evaluation meetings, pre-bid and pre-request for proposal conferences, finalist interviews, negotiations and receive and respond to vendor and contractor inquiries.

Create, administer and train college evaluation committee members and facilitate the evaluation.

Perform related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the supervising administrator.

### **SUPERVISION EXERCISED**

None

### **MINIMUM QUALIFICATIONS**

High school diploma or high school equivalency supplemented by a minimum of three (3) years of related experience.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Tasks require some bending, stooping, crouching, and/or reaching. Physical demands are essentially those of sedentary work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of department records, documentation, figures, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or

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exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as technical data, policy and procedure manuals, codes, etc. rendered in moderately complex terminology. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to adhere to accepted standards of business English, i.e., format, style, grammar, spelling, punctuation. Requires the ability to communicate with a broad array of individuals from various backgrounds. Requires the ability to research and development specifications.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with the public, faculty, and vendors.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages; may require the ability to compute discount, profit and loss, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under occasionally high levels of stress, imposed by frequent deadlines, peak workloads, or public/vendor contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).