

**JOB DESCRIPTION  
CHRISTIAN COUNTY COMMISSION**

**PURCHASING AGENT**

**Purpose Statement**

The job of Purchasing Agent was established for the purpose/s of providing support to department activities with specific responsibility for implementing purchasing activities in compliance with mandated requirements; overseeing daily activities; responding to a range of inquiries regarding processes or bid status; and achieving department objectives and goals within budget.

This job reports to County Commission.

---

**FUNCTIONS**

- \* Works closely and consults frequently with the County Commission.
- \* Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specification, evaluate bids, recommend vendors, conduct bid meetings, etc.) as directed by the Commission, elected office holders, or authorized individuals for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.
- \* Assists Auditor in providing requested information for the purpose of providing necessary documentation for the completion of audit.
- \* Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- \* Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of County funds in the acquisition of supplies, equipment and/or services.
- \* Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- \* Issues purchase orders, etc. for the purpose of completing purchasing processes in accordance with established procedures.
- \* Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- \* Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and district requirements/regulations. RSMO

- \* Oversees required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support county operation.
- \* Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of individual county offices.
- \* Prepares written materials and electronic financial information for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements.
- \* Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- \* Processes purchasing-related information (e.g. bid documents, tabulations, requisitions, electronic procurement, product specifications, statements of work, performance terms, contracts, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- \* Researches contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines.
- \* Responds to inquiries from a variety of internal and external sources for the purpose of providing information, direction and/or appropriate referrals.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to.... Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; budgeting and financial management; and developing effective working relationships.

KNOWLEDGE is required to.... Specific knowledge-based competencies required to satisfactory perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality.

ABILITY is required to....Flexibility is required... Specific ability-based competencies required to satisfactory perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working as part of a team; flexible to changing conditions; working with multiple projects; dealing with frequent interruptions and changing priorities; and maintaining confidentiality. Relevant experience in Accounting to include Accounts Payable and other Accounting disciplines as assigned.

**Responsibility**

Responsibilities include:

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and some fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Accounting, Purchasing or related work experience.

**Education:** Degree or Certificate in business or related field.

**Equivalency:** None specified.