

**USF Job Class Description**

JOB CODE: 0809
JOB TITLE: Purchasing Agent
PAY PLAN: 23
CAREER BAND: C
FLSA: Non-Exempt
CBU : 31
Effective 07/18/2018

Job Title: Purchasing Agent

Job Summary

A Purchasing Agent purchases materials, equipment, supplies and services of a specialized or complex nature using FAST system and related software in compliance with USF purchasing policies and procedures. Reviews and analyzes purchase requisitions, investigates and develops sources of supplies, prepares bid specifications, issues bid requests and reviews quotations. Purchasing Agents also interpret purchasing procedures to departments and vendors.

Nature of Work

This position typically reports to a Purchasing Manager, Assistant Director, Office Manager or other appropriate administrator. The Purchasing Specialist must be able to use initiative and independent judgment. This position requires knowledge of purchasing policies and procedures and familiarity with materials, products and commodities in an area of specialization. This position requires the ability to prepare and analyze technical specifications and bids, good verbal and written communication skills and the ability to develop and maintain effective working relationships. This position requires proficiency in the use of database, spreadsheet, word processing and presentation software tools, including the ability to produce reports, documents and presentations.

Examples of Duties

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Reviews and processes purchase requisitions. Verifies accuracy and conformance with university purchasing policies and regulations and determines appropriate method to process requisition based on dollar amount, timeliness, existing open contracts, and/or competitive bidding.
- Implements and follows up on change orders.
- Identifies requesting departments' needs and budgetary requirements and makes recommendations to develop and refine specifications for commodities, supplies or equipment.

- Prepares bid specifications, legal advertisements, formal bid invitations or requests for proposals; receives and analyzes bids, quotes, proposals, and awards and administers contract.
- Identifies and maintains lists of eligible vendors and selects vendor to procure requisitioned commodities, meeting criteria such as price, quantity, quality and delivery date and orders
- Reconciles and processes invoices/requests for payments against requisitions.
- Trains on and interprets purchasing procedures and processes including purchasing software for departments.
- Resolves and answers questions regarding purchasing issues with departments and/or vendors.
- Assists with administration of P-Card program.
- Creates and maintains files of purchasing records.

Minimum Qualification Requirements

This position requires a high school diploma or equivalent and four years of procurement related experience; or a bachelor's degree in a related field.