

NEW CASTLE COUNTY GOVERNMENT

Number 0142

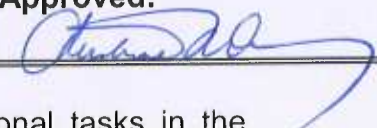
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Date 07/01/16

CLASS SPECIFICATION

Title: SENIOR PURCHASING AGENT

Approved:



GENERAL STATEMENT OF DUTIES: Performs complex professional tasks in the purchasing of a wide range of commodities including supplies, equipment, professional services and in the management of County surplus equipment and supplies; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for all professional purchasing activities, as well as managing the County surplus and more difficult purchasing duties. This employee uses advanced knowledge of commodities and purchasing methods and procedures to arrange for the purchasing of specified materials, supplies, and equipment and performs work with considerable independence within established policies, procedures, and laws. This employee must possess strong negotiating skills. Supervision may be exercised over a number of employees in different classifications. This employee works under little supervision and has latitude to exercise independent judgement within established policies and procedures.

EXAMPLES OF WORK: (Illustrative only)

- Reviews requisitions and other requests for purchases to determine the appropriate purchasing method;
- Solicits necessary price and related information and concludes purchasing of supplies and materials;
- Monitors spending by commodity in compliance with the New Castle County Code;
- Makes certain that bids are prepared for all commodities which exceed the legal dollar limit as outlined in the New Castle County Code;
- Works closely with departments to obtain information to write necessary bids and advises them on legal procedures to be followed;
- Conducts bid openings, evaluates bid submittals, and recommends acceptance or rejection;
- Writes and administers legally binding contracts/bids for single and multi-departments, ensuring that the scope of the contract and pricing is followed;
- Analyzes bids and tabulates scores so that the bid may be awarded to the most responsive and responsible bidder;
- Supervises various professional staff in their daily duties;
- Serves in an advisory capacity to the Chief Purchasing Agent and junior Purchasing Agents and Assistants;
- Conducts research of more complex procurement issues;
- Recommend strategies, and leads in related implementation;
- Investigates department claims of vendor non-performance;
- Leads contract negotiations for professional services, goods and other services;
- Manages the County surplus equipment and supplies;

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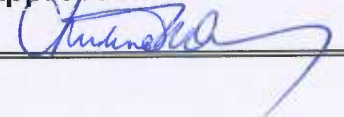
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Date 07/01/16

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Approved:



- Defends all challenges to awards;
- Resolves disputes and challenges between agencies and vendors;
- May cancel vendor contracts for non-compliance and determine penalties;
- Resolves billing problems for Accounts Payable;
- Encourages minority and small business participation by attending minority trade fairs and related small business development programs;
- Receives incoming goods and supplies and sees that they are stored or distributed to proper departments;
- Interviews vendors, sales personnel, and general managers/representatives concerning the purchasing of supplies and equipment;
- Meets with new vendors to discuss new products and services;
- Assists in determining the purchase price of land to be acquired by the County;
- Negotiates contracts for goods, services and professional services;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Advanced knowledge of business methods, markets, and purchasing practices; thorough knowledge of the laws relating to public purchasing; ability to write clear and concise specifications; ability to communicate courteously and effectively, both verbally and in writing; ability to supervise and lead others; tact and diplomacy in dealing with vendors and departmental representatives; initiative and resourcefulness; ability to draw valid conclusions; integrity.

MINIMUM QUALIFICATIONS: At least five (5) years purchasing experience in procurement of goods and services (professional and non-professional) at the level of Purchasing Agent or Buyer, with possession of a Bachelor's Degree with major course work in business or public administration; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must pass a Class III County physical examination and background check. Possession and maintenance of Certification as a Certified Professional Public Buyer (CPPB) from the Universal Public Purchasing Certification Council.

HISTORY OF REVISIONS:
Established: 07/01/16