

**USF Job Class Description**

JOB CODE: 0815
JOB TITLE: Senior Purchasing Agent
PAY PLAN: 23
CAREER BAND: D
FLSA: Non-exempt
CBU : 31
Effective : 4/20/2007

Job Title: Senior Purchasing Agent

Job Summary

This position is responsible for the acquisition of materials, supplies and equipment for various University departments in accordance with established policies and procedures to ensure fair price, quality, and timeliness. The Senior Purchasing Agent also assists departments in following the proper policies and procedures related to using FAST.

Nature of Work

This position typically reports to the Assistant Director of Purchasing, or other appropriate administrator at the University of South Florida. A Senior Purchasing Agent requires direct contact with co-workers, subordinates, peers and department heads outside and inside their own department. The incumbent will serve as a liaison between the University and external vendors, state agencies and trade professional organizations. This position requires the continuous practice of workflow and management skills. This position is also occasionally responsible for assigning activities to other employees.

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.

- Edit and refine computer generated requisitions for clarity, correctness, completeness, and compliance with Florida statutes and University rules.
- Communicate with appropriate departments to clarify requests, add needed information, or research and obtain appropriate supporting documentation for the purchase.
- Administers one-party contracts for services.
- Reviews requisitions for possible bids for frequently purchased commodities or services.
- Sets up surplus property bids for departments who are selling items that they no longer need.
- Assists in furniture purchases for new campus buildings and in minor construction through Physical Plant.
- Recommends to departments product substitutes where there will be cost savings and/or improved delivery results.

- Develops bids and proposal formats, specifications, and conditions after conferring with departments regarding their commodity/service needs and delivery schedules.
- Open bids at public bid openings and attend pre-bid proposal conferences.
- Assist department proposal evaluation committees by answering questions that they may have concerning their bid proposal process. Review their evaluation and evaluation sheets before preparing the final proposal award for public posting.
- Process change orders to include price changes, unit, quantity, or description changes in the PeopleSoft system. Expedite delivery of orders for departments and/or make special arrangements for delivery to departments.
- Perform other assigned duties within the scope of the job description.

Minimum Qualification Requirements

This position requires a High School diploma or equivalent, with three to five years of experience in purchasing, or related fields. This position requires knowledge in purchasing, USF policies/practices, public relations, research methods, technical writing, office computer applications and FAST Financial System. Bachelor's degree in areas associated to management is preferred