



BALTIMORE COUNTY PUBLIC SCHOOLS

DEPARTMENT OF HUMAN RESOURCES

Class Specification

CLASS TITLE: Purchasing Agent II

TITLE CODE: V18360

GRADE: 07

REPORTS TO: Purchasing Manager

DEFINITION: Administers the procurement functions of the school system, which includes formal bidding and complex procurement methods that require a high degree of experience, knowledge, professionalism, and administration. The work involves collaboration with school administrators and other office/division heads. The position provides guidance and assistance to the purchasing staff. Performs other duties as required.

EXAMPLES OF DUTIES:

Prepares, designs, evaluates and issues bid specifications; conducts pre-bid meetings and bid openings; and confers with school administrators and office heads to prepare contract documents for designated specifications by evaluating purchasing strategies and investigating emerging products and services; and develops sources of supply. Efforts are conducted in accordance with applicable Federal, State, and local laws and Board of Education policies. Conducts appropriate specification research to support construction products, commodities or services for product specifications, performance standards, contract requirements, and funding sources.

Develops programs and procedures for the control of funds through purchases with an emphasis on economies of scale, standardization, simplification and adequate control systems. Researches new materials and equipment, and evaluates their potential usefulness in the school system.

Finds sources of supply for materials and equipment and supervises the maintenance of vendor lists; promotes standardization of purchases. Makes purchases with authorized limits and conditions.

In cooperation with the budget division, schedules the timing of major purchases. Administers contracts and price agreements for services and supplies by preparing contracts and managing contract terms and spending against authorized contract amounts. Advises and consults with responsible departments when contract terms near expiration and/or spending authorization nears maximum authorized.

Serves as the initial level of mediation in disputes regarding the selection of award bidders and issues of vendor performance, and prepares appropriate documentation of the conferences and rulings within the appeal process procedures.

Coordinates the regular development of the internal curriculum and supplies catalog process documenting approved texts, supplies, and equipment for instructional and operational activities for the schools.

Represents the Manager at meetings as designated.

Oversees the daily review, approval, posting and execution of purchase order documents for the timely procurement of equipment, supplies, textbooks and services.

Coordinates the preparation of the exhibit of contract recommendations and statistical data of vendor participation for the bi-monthly meeting of the Board of Education.

Chairs and/or attends staff, client, school administration meetings, as well as committees involving other school districts or group procurement efforts. Assists office heads and school administrators with procurement issues.

Researches and implements improvements to the procurement process, (e.g., procurement cards, electronic purchasing, web sites, software). Attends trade association meetings and seminars and is an active member of related professional associations.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Graduation from an accredited college or university with a bachelor's degree in business administration or a related field, plus six years of experience in purchasing or a directly related field.

Note: Other combinations of applicable education, training, and experience that provide the knowledge and skills necessary to perform effectively in the position may be considered.

Licenses and Certificates:

Possession of professional certification from a recognized purchasing organization is preferred. In lieu of professional certification graduation from an accredited college or university with a master's degree in business administration or a related field will be considered.

Knowledge, Skills, and Abilities:

Thorough knowledge of procurement policies, procedures, state and local regulations, writing specifications, issuing/analyzing bids, designing and reviewing contracts, mediating disputes in the best interest of the school system. Knowledge, skills, and abilities to define market trends, to evaluate large-scale or unique procurement events for diversified commodities and services, to understand the range of brands, grades, qualities and supply sources.

Skill and ability to communicate effectively both orally and in writing with individuals at many levels within and outside the school system, and to serve as a trainer for procurement related issues.

Skill and ability to supervise assigned staff. Skill and ability to organize, plan, and execute work with minimal supervision. Knowledge, skills and abilities to evaluate purchasing reports and to utilize data in decision-making and procedure development. Ability to operate a personal computer, (e.g., word processing, spreadsheet, and other software as needed.) Familiarity with eProcurement systems and automated purchasing systems.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

The work of this class entails travel to schools, offices, and facilities throughout the Baltimore area in conducting various investigations.

CONDITIONS OF EMPLOYMENT:

Employees in this class are subject to call to duty in emergencies and may be required to work evenings, weekends, and beyond their normally scheduled hours as needed.

FLSA: Exempt

Revised: 1/2006, 2/2007, 1/2010, 12/2013

Eligible for the Baltimore County Employees' Retirement System

This class specification defines the types of duties and level of difficulty of work required of positions in this title. It shall not be held to exclude duties not mentioned nor limit the right of management to assign work to employees