

POSITION DESCRIPTION

TITLE: Purchasing Agent - (Exempt)

Collective Bargaining – Ineligible - Managerial

Definition - The Board approved definition of a managerial employee is an employee who is engaged predominantly in executive and management functions of the College or who is designated with the responsibility of directing the implementation of management policies and practices and who customarily and regularly exercises discretion and independent judgment in directing the implementation of management policies and practices.

This is a management position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

The Purchasing Agent reports directly to the Procurement Officer/Director of Auxiliary Operations for the College and is responsible for procurements up to \$10,000; and serves as the College's Procurement Card Program Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Coordinates and provides training to Campus Staff for the Colleges automated procurement system pertaining to procurement functions.
- Responsible for distribution and accounting entries for meal tickets distributed to departments.
- Serves as the College's Procurement Card Program Administrator. (PCPA).
- Responsible or answering questions pertaining to St. Mary's College Procurement Card Program policy and regulations.
- Has signature authority for procurements not to exceed \$10,000.
- Responsible for procurements up to \$10,000.
- Assists in developing and preparing reports as required for both internal use by the College and the State of Maryland.
- Responsible for Contract Management File.
- Assists in answering questions pertaining to St. Mary's College procurement policy and regulations.

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- Shares responsibility for adding and maintaining vendor file on College's automated procurement system with Accounts Payable.
- Monitors the Purchasing department email account. This includes responding to all emails within 72 hours.
- Assists in receiving and routing all incoming mail for the Business office to the appropriate individual or departmental unit supervisor in the absence of the Fiscal Administrators/Accounts Payable.
- Must be sufficiently adaptable to accept and perform in a timely and effective manner work assignments that are outside the normal (day-to-day) routine.
- Assists with year-end purchasing closeout.
- Performs other routine office work.
- Must maintain courteous, professional, and effective working relationships with employees at all levels.

MINIMUM QUALIFICATIONS:

- Education: High school diploma or GED required; minimum of two years of college with related course work; bachelor's degree preferred.
- Experience: At least three (2) years' experience in procurement operations.
- CMPA Certification or willingness and ability to obtain certification from State of Maryland.
- Ability to maintain complex records and prepare reports using computer equipment and necessary applications.
- Strong verbal and written communications skills and the ability to communicate effectively. Must have good organizational skills and the ability to prioritize assigned work to meet deadlines.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.