

**Job Title:** Purchasing Agent  
Facilities and Construction

**Wage/Hour Status:** Exempt

**Reports to:** Executive Director of Procurement Services

**Pay Grade:** 103

**Dept. /School:** Procurement Services

**Date Revised:** December 6, 2019

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**Primary Purpose**

Provide the District with dependable sources of materials and assist the Facilities and Construction Department with competitive solicitations for services, furniture, fixtures, and equipment, as needed.

**Qualifications**

**Education/Certification**

Bachelor's Degree in Business or related field

**Special Knowledge/Skills**

- Strong knowledge in facilities and construction procurement processes
- Knowledge of computerized competitive solicitation process, including ordering, purchasing, and distribution procedures
- Strong communication, public relations, and interpersonal skills

**Experience**

Five (5) years experience in purchasing

**Major Responsibilities and Duties**

1. Assist in the preparation and development of competitive solicitations and purchase orders.
2. Keep records, files and other documentation necessary to obtain Board approval.
3. Verify product or service requests, and update specifications for competitive solicitations.
4. Consult catalogs for product prices, delivery, and quantity.
5. Interview sales personnel to obtain prices and specifications as needed.
6. Verify delivery dates and confer with suppliers concerning late deliveries and variations of purchases.
7. Maintain vendor performance records and bid listing.
8. Obtain telephone quotations and place orders by telephone.
9. Assist the Facilities and Construction Department with competitive solicitations for furniture, fixtures, and equipment, or services as needed.
10. Ensure competitive solicitations are executed for Facilities and Construction projects throughout the District.
11. Articulate the District's mission to the public regarding purchasing and conservation of public funds.
12. Enforce pricing terms and conditions of contracts and verify receipts.
13. Research the status and performance of materials and products to determine cost effectiveness.

**Supervisory Responsibilities**

Supervise assigned personnel.

**Working Conditions**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress and works with frequent interruptions; occasional prolonged and irregular hours. Prolonged use of the computer, repetitive hand motions.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees.

*\*Position is contingent upon the availability of funding.*

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.