

Job Level	Purchasing Agent	Professional Level II
Oversight Received	<ul style="list-style-type: none"> * Purchases goods, services and construction projects by determining the most appropriate source selection method by using Colorado State University, State of Colorado and federal purchasing rules and regulations and by applying standard purchasing techniques and principles. 	<ul style="list-style-type: none"> • Limited supervision through review of work product • Periodic monitoring of work
Problem Solving	<ul style="list-style-type: none"> * Manages and executes contracts by reviewing for compliance, negotiating terms with vendors, modifying content and obtaining all appropriate legal and fiscal approvals. * Analyze incoming requisitions for goods and services and determine which procurement method will meet the needs of the requestor the most efficiently. * Decides the most appropriate and efficient method of procuring goods and services for the university, i.e. Formal Invitation for Bid, Request for Proposal, Documented Quote, Negotiation or Existing Contract. * Decides if recurring purchases should be bid long-term and/or university wide. * Decides if sole source purchasing requests are justifiable or whether competitive bids should be solicited. * Develops bid specifications by investigating product lines and services and interviewing end-users and potential suppliers. * Determines bid awards by verifying compliance with bid terms, conditions and specifications and by tabulating, analyzing and evaluating all valid bid responses. * Amends bid awards, formal contracts and purchase orders by negotiating necessary modifications with vendors and end-users. 	<ul style="list-style-type: none"> • Applies concepts to resolve a variety of problems • Discretion to determine a course of action with review
Interaction/ Communication	<ul style="list-style-type: none"> * Mediates vendor and end-user disputes by gathering facts, judging information and negotiating corrective action. * Resolves invoicing and shipping problems by conferring with vendors, end-users, accounts payable and/or central receiving. 	<ul style="list-style-type: none"> • Communicates to a broad audience that may be outside of occupational discipline
University Impact	<ul style="list-style-type: none"> * Procure, negotiate and manage contracts for goods and services, as directed, in accordance with state, federal and university purchasing rules, and fiscal rules and regulations and to resolve any issues which may arise during the procurement process. * To satisfy the needs of the University while maintaining legal and ethical compliance as well as upholding the principles of public purchasing and while sustaining the university's image with the business community and the general public. Meeting emergency procurement needs as defined by State of Colorado Statute. If the answer does not fall clearly in these rules the individual will seek direction from the Supervising Purchasing Agent or Purchasing Director. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Impact is on work team or department
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree from an accredited institution in a field of study related to the work assignment. * Two years of professional experience in an occupational field related to the work assigned to the position. 	<ul style="list-style-type: none"> • Working knowledge of University policies and systems • Bachelor's degree