



Purchasing Agent/Buyer
Pay \$24.75 - \$27.65 Entry Rate
Job Description

Title	Purchasing Agent		Code	
Division			Effective Date	
Department	Finance		Last Revised	09/23/2024

GENERAL PURPOSE

The Purchasing Agent/Buyer oversees and coordinates all South Central Regional Transit District (SCRTD) purchasing activities. This includes managing procurement processes for both routine purchases and capital procurements, ensuring compliance with applicable regulations, and securing the best value for the district. The role requires close collaboration with various departments to meet operational needs efficiently and cost-effectively.

SUPERVISION RECEIVED

Works under the Finance Officer's general direction

SUPERVISION EXERCISED

This position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

Procurement Management:

- Develop and manage procurement strategies for goods, services, and capital projects.
- Ensure all purchases comply with SCRTD policies and federal, state, and local laws.
- Prepare and issue Requests for Proposals (RFPs), Invitations for Bids (IFBs), and other procurement documentation.
- Evaluate vendor bids, negotiate contracts, and make award recommendations.

Vendor Relations:

- Establish and maintain relationships with vendors and suppliers.
- Negotiate terms, conditions, and pricing with vendors to secure favorable agreements.
- Monitor vendor performance to ensure compliance with contract terms and delivery schedules.

Capital Procurement:

- Coordinate the procurement of capital assets, including vehicles, facilities, and equipment.
- Work closely with project managers to ensure timely and within-budget capital procurements.
- Manage the procurement lifecycle for capital projects, from specification development to final delivery and acceptance.

Inventory and Asset Management:

- Oversee inventory management processes, ensuring adequate stock levels for operational needs.
- Track and manage the district's assets, including conducting regular inventory audits.

Budgeting and Reporting:

- Assist in the development and management of the procurement budget.
- Provide regular reports on procurement activities, cost savings, and vendor performance to the Procurement Manager and other stakeholders.

Compliance and Documentation:

- Ensure all procurement activities comply with SCRTD policies and regulatory requirements.
- Maintain accurate and up-to-date records of all procurement transactions.
- Assist with internal and external audits related to procurement.

Collaboration:

- Work closely with department heads to understand procurement needs and provide support.
- Collaborate with the legal department to ensure all contracts and agreements are legally sound.

MINIMUM QUALIFICATIONS**Education:**

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.

Experience:

- Minimum of 3-5 years of experience in purchasing, procurement, or a related field.
- Experience in public sector procurement or transit industry is highly desirable.

LICENSES AND CERTIFICATIONS

- Certification in Procurement (e.g., CPPB, CPPO) is preferred. (if not certified, must acquire within 6 months of hire)

KNOWLEDGE, SKILLS AND ABILITIES

- Strong negotiation and contract management skills.
- Excellent communication and interpersonal abilities.
- Proficiency in procurement software and Microsoft Office Suite.
- Ability to manage multiple projects and priorities simultaneously.
- Attention to detail and strong organizational skills.

CLASSIFICATION:

- Not Safety Sensitive Position
- Full-time, regular, non-exempt

WORK ENVIRONMENT

The employee works in a typical office setting with typical climate controls. Tasks require a variety of physical activities, such as sitting for long periods, walking, standing, bending, twisting, stooping, sitting, reaching, and lifting, which may involve moderate physical demands. Job functions typically require talking, hearing, and seeing. Common eye, hand, and finger dexterity are required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem-solving. Work is performed in an office setting with exposure to typical computer visual and auditory input/output (VDTs and CRTs). Requires sitting for long periods. Must be able to lift 25 pounds. Attendance at evening meetings and overtime work may be required.

WORK SITUATION FACTORS

The position involves competing demands, performing multiple tasks, adhering to strict deadlines, and working beyond regular business hours.

PROFESSIONAL STANDARDS AND VALUES

At South Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors. We believe the following Professional Standards are crucial for you to embody if we are a match as employer and employee.

OTHER DUTIES:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that may be required by the person hired for the job. The duties, responsibilities, and activities may change at any time without notice.

ADA/EEO COMPLIANCE

The South Central Regional Transit District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, SCRTD will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Employee Name

Employee Signature

Date