



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING AGENT II

Job Number: 20001715
Job Code: 92440V150716
Job Group: 9200 - PURCHASING AND STORES
Job Established: 11/01/1995
Job Revised: 02/24/2006

Grade: 15	Salary (MIN - MID):	<u>Special Entrance Rate:</u>
	\$19,882-\$26,339 - Hourly	NONE
	\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary	NONE
	\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Prepares and issues formal invitations to bid based on requests from all state agencies for various types of goods and services. Monitors purchasing functions performed by individual agency purchasing officers to evaluate compliance with the Model Procurement Code (KRS 45A) and to weigh the need to establish all state agency price contracts based on needs of multiple agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of purchasing officer or purchasing agent experience, including two years of purchasing experience in a statewide purchasing area.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience as a purchasing officer or purchasing agent will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must have certification by the Universal Public Purchasing Certification Council as a Certified Professional Public Buyer (CPPB) OR Certified Public Purchasing Officer (CPPO) OR certification as a Certified Purchasing Manager (CPM).

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives requests to purchase various types of goods and services where the estimated cost is above the individual agency's Small Purchase Limits or where the agency lacks the commodity/service knowledge necessary to make an appropriate purchase. Reviews agency purchase requests (requisitions) and consults with submitting agency personnel to define and write specifications that are precise yet not restrictive. Develops and issues requests for quotes or the more formal Invitations to Bid, selects vendors to receive the requests/invitations, advertises the invitation where appropriate, and conducts pre-bid conferences where deemed advisable. Analyzes those bids received to verify conformance to specifications and conditions and consults with requesting agency personnel on specification compliance when necessary. Selects best bids and awards contracts. Determines when and documents why bid invitation technicalities are waived and other such actions are in the "best interests of the Commonwealth." Monitors the purchasing activities of multiple state agencies to verify compliance with state law and regulations. Identifies opportunities where all state agency price contracts might be more efficient than individual agency purchases. Interprets, implements, and enforces state purchasing regulations. Reviews the work of other purchasing staff and works with vendors, other agencies' purchasing staff and trade groups to obtain or exchange information and offer purchasing advice. Responsible for gathering, reviewing, developing, and maintaining highly sensitive and often technical information, records, and reports. Must be prepared to defend decisions against vendor protests.

UNIQUE PHYSICAL REQUIREMENTS:

Positions in this job title generally work in an office setting with physical demands and working conditions consistent with such setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.