Title: Purchasing Agent 1

Pay Scale Group: 62

Essential Function

Under general supervision from designated supervisor, assists in purchasing supplies and materials. Processes requisitions and purchase orders and assist with contacting suppliers and potential vendors.

Characteristic Duties


2. Assist in formulating specifications and in reviewing bids.

3. Advise departments on purchasing policies and procedures. Answer telephone inquiries and expedite delivery of purchase orders.


5. Assist in recruiting new vendors; maintain vendor, contract and commodity files. Assists in evaluating and monitoring vendor performance.

6. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school/GED diploma; must have three years purchasing experience including knowledge of data processing.

NOTE: Within probationary period, incumbents must be able to demonstrate ability to adapt to automation. Initial proficiency will be observed in training.

Last updated: December 1988