



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING AGENT I

Job Number: 20001714

Job Code: 92430V231016

Job Group: 9200 - PURCHASING AND STORES

Job Established: 08/01/1987

Job Revised: 10/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Oversees and provides technical assistance to purchasing staff in the procurement of goods and non- professional services. Assists with the establishment of personal service contracts for professional services to include the request for proposal, competitive negotiation, and award processes and/or complex requisitions for technical non-professional services that exceed the assigned Small Purchase Authority for approval by the Finance & Administration Cabinet; Assists with the evaluation and negotiation processes of proposals. Monitors purchases made for conformance with the Model Procurement Code (KRS 45A); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

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

EXPERIENCE, TRAINING, OR SKILLS:

Four years of purchasing experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in purchasing, administrative, accounting, procurement or a related field will substitute for the required college on a year-for-year basis. Certification as a Certified Professional Public Buyer (CPPB) from the Universal Public Certification Council will substitute for one year of the required education. Certification as a NIGP Certified Procurement Professional (NIGP-CPP), or Certification as a Certified Public Procurement Officer (CPPO) from the Universal Public Certification

Council, or Certification as a Certified Grants Management Specialist (CGMS) from the National Grants Management Association will substitute for two years of the required education.

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

NONE

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.*

Provides oversight to purchasing staff on procurement related issues. Trains, coordinates, and may assign and/or review the work of purchasing staff. Receives requests to establish personal service contracts for professional services such as auditors, doctors and lawyers. Assists with processing request for proposals for capital projects within the agency's construction small purchase authority. Works closely with requestor to define and write specifications. Using the statewide accounting and procurement system develops requests for proposal (RFP) to advertise and request vendors to submit proposals. Record all solicitation responses made by vendors. Evaluate all vendor solicitation responses by reviewing, analyzing, and ranking against all other responses. Award a formal agreement with a vendor. Negotiates terms and conditions limited to the technical and/or cost proposals. Monitors and audits acquisition pay documents for conformance to rules, regulations, standards, and procedures prior to payment. Monitors agency purchasing patterns and investigates unusual circumstances. Assists with creating requisitions (RQS) to request proposals for complex non-professional services that exceed the agency's small purchase authority. Serves as an evaluation committee member with Finance and Administration Cabinet, assisting with evaluation and negotiation processes of the proposal for the non-professional services. Carries out, interprets, coordinates, and enforces state purchasing policies and procedures. Responsible for the location and purchase of goods and services of considerable value in the most cost efficient, economical method available. Responsible for gathering, reviewing, developing, preparing, checking, and maintaining technical and highly sensitive records and reports.

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 employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.