

The University of Akron
Classification Specification

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| Job Title: | Purchasing Agent | Job Code: | 42344 |
| Job Function: | Staff | Grade: | 120 |
| Job Family: | Classified | FLSA: | Exempt |
| SOC Description: | 2000 Finance/Accounting Group | Date: | 1/1/04;9/3/03 |

Job Summary:

Receive, evaluate and process departmental requisitions for the purchase of goods and services as requested. Write bid specifications for the purchase of commodities. Research marketplace to identify new vendors, new methods of procurement and stay updated on pricing trends. Advise and counsels faculty, staff and students concerning products and vendors, contract terms and conditions, order status and purchasing policies and procedures.

Essential Functions:

30%-60% Purchase high dollar value goods and services as requested by departmental requisitions. May assist other buyers as needed.

20% - 30% Develop specifications, perform bid process and negotiate contract terms for goods and services.

10% - 15% Advise University employees and students concerning products and vendors, product substitutions, price changes, contract terms and conditions, order status and purchasing polices and procedures.

5%-25% Search system for problems with purchase orders and contact department if necessary for payment approval. Assist with technical aspects of entering requisitions and system navigation for problem resolution. Perform invoice reconciliation process.

5% Prepare reports and information for submission to the University Board of Trustees for purchases.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

None.

Experience:

Requires a minimum of 4 years experience in purchasing. Strong communication and problem solving skills required. Ability to analyze and negotiate contracts required. Computer skills to include word processing, spreadsheets, and databases required. Knowledge of state law, purchasing law, contract law and the Uniform Commercial Code required.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.