

CAMPUS PURCHASING AGENT

Function of Job:

Under general direction of designated supervisor, purchase goods and services for campus, including preparing and processing requests for bids and proposals; manage surplus property program for campus community.

Characteristic Duties and Responsibilities:

1. Serve as a campus resource on bids and related processes, research products and vendors for departments, maintain vendor list, and serve as liaison between departments and vendors as needed.
2. Review and evaluate all bids and proposals and documentation for exceptions to the bidding process and negotiate terms and price as needed.
3. Prepare bids by reviewing specifications with department, determining if contract would benefit other departments, establishing a time-line for bid, preparing Request for Quote and Request for Proposal, contacting vendors, opening bid and reviewing proposals, and identify best bid.
4. In manager's absence, approve purchases up to campus authorized limit and make decisions on daily departmental operations.
5. Responsible for commodities such as printing contract, athletic equipment, paper, copiers, fuel, computers, printers, etc.
6. Manage an assigned area in purchasing, such as surplus property, including maintaining surplus inventory and determining appropriate disposition like disposal, sale, recycling, transfer, or donation in accordance with campus/System policies and procedures.
7. Develop procedures for campus surplus process.
8. Maintain records of surplus property sold and credit departmental/central financial accounts as appropriate.
9. Hire, train, supervise, and evaluate staff as assigned.
10. Maintain records, prepare reports, and participate in projects, as required.
11. Working within delegated basic authority for the purchase of goods, services, and specialized commodities, process purchase orders for campus community up to authorized delegation level.
12. Attend professional meetings and meet with other purchasing professionals on mutual purchasing concerns.
13. Participate in institutional professional development and training.
14. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Business, Accounting, or closely related area and three years of related experience.
2. Knowledge of applicable federal and state regulations.
3. Effective interpersonal and organizational skills.
4. Computer skills as required by department.

Additional Desirable Qualifications:

1. Purchasing experience in higher education
2. Certified Purchasing Manager (C. P. M.) certification.

2/6/07
System Approval

11/13/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.