

## PURCHASING AGENT\*

### Function of Job:

Under general direction of the System Purchasing Director and/or other designated supervisor, purchase goods and services for all USNH institutions, including bid proposal solicitations, purchasing commodities and services and assisting end users with requisitioning procedures.

### Characteristic Duties and Responsibilities:

1. Review requisitions for appropriateness of purchase, accuracy, clarity, authorization, and budget requirements and determine whether to issue purchase order(s), investigate further or request either bids or proposals.
2. Contact suppliers and departmental officials regarding types, quality, and quantities of goods and/or services required.
3. Analyze volume requests and consolidate requirements of various departments or campuses to effect economics of quantity purchasing.
4. Prepare and conduct competitive bid processes, including preparation, analysis, negotiation, and award.
5. Present data and secure approval in case of exception to bid or sole source.
6. Present data and secure departmental approval when "or equal" or "alternate" items are bid.
7. Prepare correspondence relative to purchases, claims for payment, claims for damages, or related matters with supplier and order units.
8. Work closely with all campus Purchasing Offices and develop and maintain effective working relationships with USNH personnel, vendors, and the public.
9. Receive and interview sales representatives relative to their company and products and make supplier/plant visitations.
10. Assist in the hiring of purchasing personnel and in the training and supervision of staff.
11. Consult with and advise campus personnel and outside suppliers on purchasing policies and procedures and recommend up-dates for purchasing policies and procedures.
12. Maintain records and prepare reports and participate in projects, as required.
13. Working within delegated basic authority for the purchase of goods, services, and specialized commodities, process purchase orders for UNH/USNH community up to authorized delegation level.
14. Attend professional meetings and meet with other purchasing professionals on mutual purchasing concerns.
15. 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.**

\*Revised - original approved 6/17/75, 7/21/77, 7/30/80, 8/3/84/ and 2/20/98 as Purchasing Agent I