

**Purchasing Agent (half-time, .5 FTE)
Clackamas Community College, Oregon City, OR**

Apply on line at <https://jobs.clackamas.edu/LoginPage.aspx>

Opening date: 4/9/2010

External Closing date: 4/30/2010

Please submit cover letter and resume in the application. Reference letters are optional. Grade VII, Range \$1,789.55 - \$1,949.75 per month plus benefits, for half-time position (.5 FTE).

Bulletin No.: 2010 - 0177

Location: Oregon City, OR

Purpose of Position:

The Purchasing Agent is responsible for managing College purchasing policies and procedures, including some construction, cooperative purchasing, and contracting. This position will establish operational rules and procedures and ensure compliance with all state, local and federal procurement laws.

Essential Job Functions:

Work with other departments to ensure compliance with procurement rules, laws, and policies. Interpret and apply laws and regulations along with policies and procedures for procurement.

Remain current on legislation relating to procurement; recommend procedural changes in response to new laws. Draft updates for presentation to Board of Education.

Remain current on payroll and prevailing wage requirements and documentation required by BOLI and the Construction Contractors Board.

Follow procedures set by state law for disposition of surplus.

Train college staff on purchasing procedures and regulations.

Evaluate and process purchase orders; maintain equipment inventory; prepare copy center billing.

Assist departments with development of appropriate procurement documents: RFP, RFB, RFQ; develop and issue those documents in accordance with state laws, rules, and Community College Rules of Procurement.

Represent college with potential contractors. Assist in contract dispute resolution between college and vendors.

Responsible for file documentation, letters of findings, advertisements, and vendor correspondence.

Respond to performance issues on contracts and agreements to ensure college's expectations are met.

Recommend new policies; review purchasing and fixed asset management processes and practices with supervisor.

Represent college on committees related to purchasing and contract administration.

Develop and maintain a positive working relationship with colleagues, supervisors, vendors, contractors, and others.

Job Qualification Requirements:**MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: Equivalent to an Associate's degree in Accounting and three years' experience in purchasing.

KNOWLEDGE: Knowledge of procurement processes, account coding, and accounting software. Basic knowledge of Excel. Knowledge of public purchasing laws, contract administration, bid specifications and conflict resolution.

SKILL: Skill in the use of personal computers and accounting software programs. Skill in writing bid specification and in analysis processes. Skill in negotiating and in conflict resolution.

ABILITIES: Ability to interpret laws and regulations and apply those to the purchasing process. Ability to train others in procurement processes. Ability to coordinate bid process and ensure compliance with laws and regulations. Ability to handle a variety of asset procurements and disposition. Ability to work with vendors, contractors, and others. Ability to make decisions regarding the most cost effective use of resources. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS/LICENSES:

None

DESIRABLE QUALIFICATIONS:

Certification as a professional public buyer (CPPB).

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing up to five pounds on a regular basis and moving materials weighing 5 to 25 pounds occasionally. Manual dexterity and coordination are required for a significant portion of the daily work period while operating equipment such as computers, keyboards, calculator, and telephone.

TOOLS AND EQUIPMENT USED:

Computer, telephones, calculator and other standard office equipment.

Working Conditions:

Work is primarily conducted in an indoor office setting where most of the work period occurs under usual office working conditions. The noise level is typical of most office environments where telephones, personal interruptions, and background noise are frequent. Monthly travel to attend meetings; quarterly travel to attend workshops.

Supervision Received:

This position uses independent judgment to perform duties, while complying with policies and laws primarily in the area of procurement. The supervisor is available for general direction.