

LINN COUNTY CLASSIFICATION

TITLE: PURCHASING AGENT 1
NUMBER: 251
PAY RANGE: 12
CATEGORY: OPEU

**APPROVAL ORDER
NUMBER: 2000-343
DATE: June 28, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Assists with purchasing and disposition of parts for shop repair work. Purchases supplies and materials for Road Department, Sheriff's Department, Parks & Recreation, Engineering, etc. Maintains records pertinent to purchasing and distribution of cost.

SUPERVISION RECEIVED: Works under the general supervision of the Purchasing Agent 2 who assigns duties and reviews work for compliance to departmental procedures and county policy.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Contact vendors for price quotes.
2. Research the availability and quality of parts and supplies.
3. Maintain a computerized inventory of purchases.
4. Maintain computerized fleet records for Road Department as well as other departments named above.
5. Stock and maintain a complete inventory of stockroom for most needed equipment, parts and supplies.
6. Maintain computerized inventory records of parts and supplies issued to department maintenance districts.
7. Inspect all invoices of purchases for Road Department; check all prices and extensions for accounting payment, as well as assigning codes for computerized inventory.
8. Maintain and update equipment maintenance file which involves filing all work orders, listing charge-outs and credits for parts and labor by equipment number, update computerized vehicle maintenance history file.
9. Provide information for the development of equipment specifications.

10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of automotive and equipment parts, sources of supply and parts catalogs. Thorough knowledge of inventory recordkeeping and control methods. Considerable knowledge of purchase and requisition procedures.

Ability to maintain effective working relationship with superiors and fellow employees. Ability to determine quality of goods against prescribed standards, operate a personal computer, typewriter, adding machine, and two-way radio; understand and follow oral and written instructions, communicate effectively both orally and in writing.

EXPERIENCE, EDUCATION AND TRAINING: Two years of experience which involved responsibility for purchasing equipment, supplies and inventory; graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in an office environment. The work requirements include the ability to see, talk and hear, sit and stand, walk, bend and stoop, drive a motor vehicle, handle or operate objects, tools or controls, and reach with hands and arms. Must be able to lift and carry up to fifty (50) pounds.