

University Area Joint Authority

Job Title: Purchasing Agent

Employee Classification: Exempt Non-Exempt

Approval Date _____

Overall Objective of Job:

To procure products and services through an ethical and legal process and to insure that UAJA has minimal liability risks.

Essential Functions of Job:

- Responsible for all aspects of purchasing supplies, services, equipment, and uniforms, including but not limited to creating and maintaining UAJA Purchasing Policy; establishing and maintaining store accounts; vendor contacts and credit cards; processing vehicle transfers and registrations and oversee proposals, bids, and contracts for vehicles when necessary; coordinating sales of obsolete equipment; and reviewing all incoming packages/order slips for accuracy.
- Assist with the UAJA Safety program, including but not limited to scheduling meetings and employee trainings, purchase safety equipment and supplies.
- Responsible for handling and documenting all UAJA's property insurance claims and equipment coverage.
- Act as company liaison for all shipping needs, such as returns, repairs, and re-certifications via FedEx, UPS, or another carrier.
- Schedule employees for training and preparation for their Treatment Plant or Collection Operator License.
- Create and maintain UAJA's Travel Policy, including the establishment of travel arrangements for conferences, training sessions, and the like.
- Create and maintain UAJA's Telephone Policy by reviewing equipment and program pricing and upgrades to ensure best coverage and lowest costs.
- Schedule and monitor removal of hazardous materials from the UAJA facility, including waste oil, laboratory waste, UV lights, and the like.
- Other duties as assigned.

Supervision Received:

Executive Director, Assistant Executive Director

Supervision Given:

None

Working Conditions:

- An indoor office environment, well lighted and air conditioned.

Essential Physical Demands:

- Ability to sit at a desk for long periods of time.
- Significant amount of computer operation.
- Stretching, bending, or reaching required.

Qualifications:

A. Education/Training:

- High school diploma or equivalent required.

B. Work Experience:

- At least two (2) years experience in a general office and familiarity with governmental purchasing procedures.

Knowledge, Skills and Abilities Required:

- Excellent knowledge of arithmetic.
- Excellent knowledge of computers, including Microsoft Word and Excel programs.
- Must be detail oriented.
- Must be able to always maintain confidentiality.
- Ability to perform more than one task at any given time.
- Good verbal and written skills.
- Good organizational skills.
- Good interpersonal skills.
- Good customer service skills.
- Ability to understand and follow instructions.
- Self-motivated.
- Must carry out all business practices in an ethical manner by making sure that the business policies conform to the highest level of ethical standards.