

# RUTHERFORD COUNTY, TENNESSEE

## CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**PURCHASING AGENT**

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### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate purchase of materials utilized within an assigned department. Duties and responsibilities include obtaining price quotes, preparing and issuing purchase orders, receiving incoming materials, processing documentation for completed orders, monitoring fuel tank levels, interacting with vendors, preparing and processing documentation, maintaining records, and performing other tasks as assigned. Reports to Road Superintendent.

### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Initiates purchase of various materials utilized within the department, which may include equipment, machinery, parts, tools, fuel, supplies, or other materials.

Obtains competitive bids and price quotes for potential purchases; performs price comparisons; verifies availability of budgeted funds to cover each expenditure; selects or recommends vendors for each purchase.

Prepares purchase orders to initiate orders; obtains appropriate approvals; issues purchase orders to vendors for authorized purchases; follows up on status of open purchase orders; maintains purchase order records.

Receives incoming orders; picks up parts at vendors as needed; inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips and receiving documents.

Processes completed purchase orders and invoices for payment; reviews invoices for accuracy and completeness; makes calculations and researches discrepancies; forwards invoices with completed purchase orders for payment.

Monitors fuel tanks to determine fluid consumption levels; ensures availability of adequate fuel levels to conduct work activities; initiates orders for replenishment of fuel.

Communicates with vendors regarding product availability, bids/price quotes, status of orders, problems, discrepancies, or other issues.

Performs manual work associated with loading materials to/from truck.

Prepares or completes various forms, reports, correspondence, purchase orders, fuel logs, or other documents.

Receives various forms, reports, correspondence, purchase requisitions, bids, price quotes, invoices, packing slips, product information, catalogs, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Prepares departmental files; maintains file system of departmental records.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages; responds to requests for service or assistance.

## **Rutherford County, Tennessee • Purchasing Agent**

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Communicates with supervisor, employees, other departments, vendors, sales representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a utility truck to pick up new materials, transport materials to work sites, or perform other work activities.

### **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 6 months previous experience and/or training involving purchasing, inventory control, and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of heavy objects and materials (50 - 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours:   6   Maximum Continuous Time:   1  

**2. SITTING**

Estimated Total Hours:   4   Maximum Continuous Time:   2  

**3. LIFTING/CARRYING**

Objects:

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs					
11-25 lbs					
26-50 lbs	X				
51-75 lbs					
76-100 lbs					
>100 lbs					

**4. CLIMBING**

Tasks: Loading small parts into a pick up truck

**5. REACHING**

Hands Used: RIGHT    LEFT    BOTH X

**6. WORK CONDITIONS**

Exposure to	Yes	No
Hot Temperatures		X
Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces		X
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare		X

Inside Building	<u>60</u> % of time
Outside	<u>40</u> % of time

**7. OTHER JOB DEMANDS**

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting		X
Sweeping/Mopping		X
General Cleaning		X
Handling Trash		X

**8. HAND USE**

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		
Fine Motor i.e: writing, twisting hands or wrist, etc	X		

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

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Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date