

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Purchasing Agent

JOB CODE: 002556

DATE PREPARED: December 3, 1990

Revised: April 15, 1994

SUMMARY STATEMENT

The Purchasing Agent plans, directs, coordinates, and supervises professional employees engaged in the preparation, solicitation, negotiation, award, and administration of procurement documents required by the Company.

DIMENSIONS

The incumbent has contributory impact upon the Procurement and Property Management Department budget of approximately \$4 million and annual purchases of \$150 million. The incumbent has contractual authority of \$50,000. The incumbent has direct supervisory responsibility for exempt and/or nonexempt employees. This position reports to the Chief Purchasing Agent.

NATURE AND SCOPE

1. Ensures proper planning, scheduling, controlling, coordinating, and supervision of the procurement activities required to secure equipment, construction materials, supplies, and services;
2. Assists the Chief Purchasing Agent in coordinating and monitoring the advance acquisition plan for all major acquisitions, which includes the development of the overall strategy for managing the acquisition;
3. Ensures that each procurement activity is executed from start to finish in accordance with federal and DOE procurement directives and Company policy and procedures;
4. Assists the department manager through the DQC in the implementation of the Company Quality Assurance Program; reports quality activities and participates in various reviews to ensure that quality requirements have been met;
5. Coordinates with requesting parties the obtaining of complete and approved technical and procurement packages that describes accurately the item or service required;
6. Receives, reviews, approves, and assigns procurement requisitions to the appropriate personnel;
7. Approves/disapproves sole source requisitions and enforces policies to obtain additional sources to preclude sole source noncompetitive purchases;
8. Coordinates and supervises the surveillance of vendor performance to include documentation of any deviations or irregularities to ensure that each party honors its contractual obligation;
9. Approves requests prepared for Service Contract Act wage determinations to DOE for anticipated and/or actual requirements;
10. Coordinates with legal counsel to obtain legal opinions for queries arising prior to and during the term of an agreement;
11. Ensures that hazardous material procurement documents are properly identified and coded to aid Traffic Section in shipping and receiving hazardous materials;

Purchasing Agent

12. Promotes and implements small business; small, disadvantaged business; women-owned business; and labor-surplus programs to achieve DOE-assigned goals including vendor capability surveys, visits to suppliers' facilities, and briefings at local conferences;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent has continual contact with middle and upper management and supervisory personnel within the Company, DOE, and NTS users in obtaining and furnishing information concerning purchase orders, billings, special contracts, deliveries, and DOE approvals for procurement. Frequent contact is maintained with responsible contractors and manufacturing, wholesale, and retail representatives to advise them of Company policies and procedures and handle any procurement-related problems.

Purchasing Agent

WORKING CONDITIONS

General office conditions exist most of the time with occasional trips to suppliers' offices and plants and to contract performance sites.

REQUIRED WORK EXPERIENCE

This position requires four years of applicable purchasing experience which have provided a thorough working knowledge of procurement procedures and practices, particularly relating to large government contracts, and on-line procurement system experience, two years of which should have been in a supervisory capacity.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

A professional certification in contract management is desirable.