

Purchasing Agent I
Payroll Title: UCP V
Class Code: 0565-9085
Job Family: FIS
FLSA Code: E
Score: 488

JOB SUMMARY

Under the supervision of the Director of Procurement Services, Research Category Manager, or other designated supervisor as assigned, the Purchasing Agent I is responsible for independently performing a full range of routine procurement duties involving the purchase of lab supplies, research related equipment and/or services in support of the University's research community for the Storrs, Regional campuses and UConn Health in Farmington.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Reviews limited value purchase orders and purchase requisitions for assigned commodities [lab supplies, research related equipment and/or services] for accuracy; determines correct method for procuring goods and services in accordance with state statutes, rules and regulations, and University policies and procedures.
2. Authorizes limited value purchase orders within specified and authorized dollar limits.
3. Solicits competitive bids from vendors; assists in developing specifications to clearly define precise product requirements; develops special terms and conditions, as required, to protect the University's interests relative to contractual obligations.
4. Works with Procurement Sourcing Specialists in evaluating sources that can provide essential goods and services to support the University's needs; analyses and interprets price trends and market conditions which affect assigned commodities and makes recommendations to the Director, designated supervisor, or Research Category Manager.
5. Monitors vendor and product performance to ensure compliance with contractual obligations; develops vendor database and continually maintains and updates this list to reflect changes relative to new techniques, discontinued capabilities, new services added and salient information relative to past vendor performance.
6. In area of assigned commodities [lab supplies, research related equipment and/or services], works with requesting departments recommending procedures that will accomplish their research goals in the most cost-effective manner.
7. May provide staff training for students, interns and/or Purchasing Assistants on the buying team and/or provide training for clients relative to State and University purchasing policies and procedures.
8. May act as team leader for the acquisition of all assigned commodities during the absence of the Purchasing Agent II.
9. May assist Research Category Manager, as required, with annual performance evaluations for team members.

10. Serves as a liaison between the University, Department of Administrative Services and/or other State agencies, as required.
11. Negotiates settlements as necessary to resolve disputes arising from the purchase of assigned commodities. e.g., product replacements, acceptance of damaged goods with price concessions, out-of-warrant product failures, additional vendors services, etc.
12. Travels to all Regional Campuses and UConn Health, as required.
13. Performs related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

1. Bachelor's degree preferably in Life Sciences, Business, or appropriate discipline and a minimum of one year of professional experience in a comparable environment procuring research related goods and services and/or an equivalent combination of education and experience.
2. General working knowledge of acceptable procurement practices as applicable to the Research and Scientific industries.
3. Ability to analyze complex proposals.
4. Demonstration of good organizational and interpersonal skills.
5. Experience with computers and Microsoft Office Suite (including Excel, Access, PowerPoint).
6. Dependable transportation and ability to travel.

PREFERRED QUALIFICATIONS

1. Experience with automated procurement systems (e.g. Jaggaer or similar electronic financial record system).
2. Strong accounting skills with experience monitoring and reconciling accounts/purchase order balances.
3. Experience performing purchasing and accounts payable functions.
4. Experience and understanding of the requirements associated with competitive bidding processes, i.e. Requests for Proposals (RFP's), Sole Source Justifications, etc.
5. Knowledge of State procurement laws and federal regulations [e.g. Uniform Guidance], relative to assigned commodities.
6. Experience in working with vendors in obtaining quotes and/or other pertinent vendor information.

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