

**Polk County Sheriff's Office Job Description**  
**1202 Purchasing Agent**

April 11, 1994, Revised February 1, 2009

**Position Concept:**

The Purchasing Agent performs Operations duties and tasks involved in the acquisition of all equipment, goods and services required to maintain the daily operations of the Sheriff's Office.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Purchasing Agent may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

**Essential Functions:**

- Acquire supplies, equipment and services
- Receive, evaluate, process requisitions
- Verify available funds
- Determine proper method of procurement
- Prepare and issue Purchase Orders
- Maintain knowledge of market conditions
- Conduct research of market changes
- Determine supply sources
- Interpret/apply guidelines and directives
- Initiate correspondence to vendors
- Employ competitive procurement methods
- Document all actions taken
- Research and prepare reports
- Maintain contract/document files
- Evaluate vendor responses
- Review bids/proposals
- Award contracts
- Develop non-restrictive specifications
- Provide technical advice to members
- Obtain required quotations
- Conduct training of procurement subjects
- Abide by State, PCSO, NIGP Code of Ethics
- Evaluate prices for reasonableness

**Education, Professional Certification or License:**

- Two (2) year college degree from an accredited college or university with major course work in accounting or a related field preferred
- A comparable amount of directly related work experience may be substituted on a year to year basis
- Achieve Universal Public Certification Council certification as a Certified Professional Public Buyer (CPPB) within 24 months after becoming eligible for certification

**Professional Experience:**

- Prefer minimum two years experience as a buyer or in related purchasing duties, preferably with a governmental agency
- Demonstrated proficiency of keyboarding 35 wpm with no more than five errors

**Status:**                             Civilian         Sworn         Certified

**Blood and Viral Pathogen Risk:**                             Minimal Risk                             Foreseeable Risk

**Environmental Conditions:**

- Work is performed primarily in an office environment with normal levels of stress

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**Required Skills and Knowledge:**

**Knowledge of:**

- Florida State Statutes
- PCSO policy and procedures
- Appropriate clauses/terms/conditions
- Sealed/negotiated bid procedures
- \*NIGP negotiating techniques
- Sources of supply
- Commodity characteristics and services
- Transportation requirements/practices
- Requisition/Purchase Order procedures
- Governmental Agency contracts
- Procurement reference resources
- Internet research operations
- Specification development
- Cost analysis for solicitation
- Division procedures
- Automated/manual filing systems
- Automated procurement software
- Cost analysis
- On-line/manual requisitioning
- Appropriate forms/documents
- Budget processes
- \*NIGP procurement standards
- State bidding system

**Ability to:**

- Compose written documents
- Retrieve information/data
- Conduct research
- Prepare reports
- Evaluate quotes/bids/proposals
- Operate motor vehicle
- Work with vendors
- Read and write English
- Operate office equipment
- Perform rapid and accurate mathematical functions

**Skills:**

- Problem solving
- Intermediate mathematical
- Instructor
- Analytical
- Organizational
- Telephone
- Decision Making
- Time Management
- Computer
- Interpersonal

**Physical Requirements:**

- Recognize colors
- Sit for long periods
- See at normal range or with accommodation
- Hear at normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

\*National Institute of Government Purchasing