



## CALIFORNIA HUMAN DEVELOPMENT

CREATING OPPORTUNITIES TO END POVERTY

### California Human Development Job Description

**EMPLOYEE NAME:**  
**JOB TITLE:** Purchasing Agent  
**DIVISION/DEPARTMENT:** Fiscal  
**REPORTS TO:** Chief Financial Officer  
**FLSA STATUS:** Exempt  
**LOCATION:** Santa Rosa, Airway  
**REVISED DATE:** 02/14/2022

**Summary Description:** The Purchasing Agent is responsible for supporting the needs of all departments for quality products and services under competitive pricing arrangements. This person must study changes in supply chains, materials and technology, and must gain an intimate knowledge of how CHD allocates the costs of supplies and services across the various locations, grants, and human development services administered by CHD. The Purchasing office will collect and analyze feedback from other departments and report to senior management on trends in purchasing practices and on factors that will drive changes in purchasing practices.

#### **DUTIES AND RESPONSIBILITIES:**

- Uses automated systems to promptly acknowledge requisition requests from persons authorized to place orders for goods, materials and services.
- Collaborates with finance team and managers of program and sites on budgeting and cost allocations.
- Assures compliance with the CHD Fiscal Policy Manual, Purchasing Policies and Procedures, and all subsections thereof relating to procurement and expense reimbursements.
- Investigates and recommends membership in buying consortia that have prequalified vendors for bulk or group purchasing discounts.
- Negotiates directly with vendors for payments terms, warranties, shipping costs and other matters.
- Uses automated system to approve requisitions in accordance with established procedure and then places orders (POs) with approved vendors.
- Arranges for noticing to site managers of scheduled delivery dates.
- Arranges for refunds or replacements of unsatisfactory or damaged goods and tracks receipt of credits.
- Perform other related duties as assigned.

#### **Supervisory Responsibilities**

None

#### **Required Skills and Abilities**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Advanced knowledge of MS Office including Excel, Word, Outlook, and automated purchasing apps

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Knowledgeable of budgets, burden rates, and excel formulas
- Working experience with the Purchase Cycle and standard procurement practices
- Must have calm and cordial interpersonal communication skills for balancing concurrent urgent demands from multiple requestors
- Must possess time-management skills for completing multiple high-priority tasks

**Education and/or Experience**

- Bachelor’s Degree (B. A. or B.S.) preferred, in business administration, accounting, inventory maintenance or related area.
- Associate’s degree (A.A.) acceptable if combined with additional experience.
- Six years of progressive responsibility in a purchasing operation.
- Equivalent combination of education and experience.

**Certificates, Licenses, Registrations**

- Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle.
- CIPS or CPSM certification or career goal is desired.

**Physical Requirements**

Regularly: Manual dexterity; sit

Frequently: Stand; Walk; Reaching; Lift up to 25 pounds

Occasionally: Climb or balance; Stoop, kneel, crouch, or crawl; Taste or smell; Lift up to 50 pounds

Vision: No special vision requirements

**Work Environment**

Occasionally: Outdoor weather conditions; (low probability of excessive heat, cold or precipitation)

Noise level: Moderate noise (examples: business office with computers and printers, light aircraft traffic)

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders. Employment at CHD is **at-will**. This means employment is for an indefinite period of time and it is subject to termination by the employee or by CHD, with or without cause, with or without notice, and at any time.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

