

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: PURCHASING AGENT AND RISK MANAGEMENT  
PAY GRADE: P-4  
OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

This is a responsible specialized position in the procurement of numerous diversified commodities and services in connection with the College's needs and the overall leadership of the college's risk management programs. Makes specific procurement recommendations to the Director of Purchasing and/or the Vice President for Administration and Finance. Assists in the development of commodity and service specifications and the overall monitoring and evaluation of the same. Evaluates and monitors all risk management functions under their charge for efficiency and compliance with established State, Federal, and college rules, regulations, and guidelines. Responsible for office operations in the absence of the Director.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or Training: Associate degree with major course work in business administration, marketing, or related field required. Bachelor's degree preferred.
2. Years of experience in the field: Two (2) years of related experience in large-scale buying in public/private or governmental settings required. Certification as a CPPB (Certified Public Purchasing Buyer) and/or Certified Property and Casualty Underwriter (CPCU) is preferred.
3. Special skills or abilities related to the position: Knowledge of purchasing methods and procedures, including laws, rules, and regulations governing the ethical purchase of commodities and services. Knowledge of the grades, qualities, supply, and sources of the market factors of commodity categories is frequently required by departments. Knowledge of accounting methods. Ability to effectively perform Cost-Benefit Analysis and Present Value Cash Flow methodology. Experience in keeping accurate and systematic procurement records. Experience in performing a variety of tasks including, Preparation of Invitations to Bid, Request for Proposals, and Requests for Quotes.

PREREQUISITES FOR POSITION (Qualification Standards) (continued):Special skills or abilities related to the position:

Ability to evaluate market conditions, and trends, and plan specific short and long-term commodity objectives. Excellent skills in MS Office such as Word, Outlook, Excel, and PowerPoint. Experience and/or training in business contract law. Strong analytical skills. Ability to establish and maintain good working relationships and communicate clearly and effectively with peers, superiors, internal customers, vendors, and the public. Ability to remain calm in stressful situations. Ability to work with minimum supervision.

ESSENTIAL JOB FUNCTIONS:

1. Provides specific procurement recommendations to the Director of Purchasing and/or the Vice President for Administration and Finance.
2. Serve as the program manager of the college's purchasing card program. Make recommendations and professional assessment of the program operation. Use independent judgment and exercise discretion in all program functions.
3. Assists in the procurement process for commodities or services from the initial authorization of a requisition to prioritizing and determining the procurement method, requesting phone quotations, formal quotations, formal bids, or requests for proposals depending upon the estimated dollar amount of the expenditure and the complexity of the specifications, to the issuance of a purchase order and follow up and recommending alternative buying methods. Interviews and locates new vendors.
4. Assists with the development of specifications and standards of various commodities used by the college, research products, and vendor source information for materials, equipment, and services. Designs and prepares college bids, attend bid openings and pre-bid conferences, reviews bid proposals and assists in bid evaluations, prepares bid and quote recommendations memos for President and Board of Trustees approval.
5. Processes purchase requests and associated contracting documents, works closely with user departments and vendors to ensure that vendors are providing the expected level of services or products in accordance with contracts/agreements, and handles vendor complaints.
6. Confers with executive management and college personnel concerning health, safety, and loss prevention issues; guides such concerns affecting the administration of health, safety, and loss prevention initiatives.
7. Oversees risk management components of disaster planning and recovery to include contract and Memorandum of Understanding reviews, and cross-references to insurance sources. Coordinates with Plant Operations to develop and maintain asset status inventory for insurance reporting purposes.
8. Reviews summaries and reports regarding accidents and/or injuries; evaluate costs, causes, trends, and issues for concern and overall safety performance.
9. Evaluate and approve the liability coverage of vendors, contractors, and lessors of College facilities.
10. Oversees and completes maintenance of all insurance policies, as well as claims made and paid, to ensure accuracy.
11. Provides timely processing for payment of related invoices.

ESSENTIAL JOB FUNCTIONS (continued):

12. Arranges demonstrations on new products and coordinates with vendors and user departments.
13. Provides customer service to both employees and the public by phone and in person. Communicates clearly and courteously to assist others.
14. Assists in the preparation of purchasing manuals, policies, procedures, and vendors guide.
15. Assists in training staff, faculty, and departments throughout the College on current practices and procedures.
16. Serves as liaison to and attends meetings of the Florida College System Risk Management Consortium and Campus Safety Committee and serves as a resource to the Employee Benefits Advisory Committee.
17. Performs other duties as required.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Building 1 (Founders Hall) Ocala Campus

SUPERVISOR OF POSITION: Director of Purchasing