

**DISCLAIMER:** This document is an actual job description used in a county in Tennessee. It has not been reviewed by CTAS for accuracy or compliance with law. Users are urged to consult with their county attorney for legal advice and guidance in developing specific job descriptions for their particular county office.

## **COUNTY, TENNESSEE**

### **CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE:** **PURCHASING AGENT**

**FLSA STATUS:** **NON-EXEMPT**

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#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to coordinate purchase of materials utilized within an assigned department. Duties and responsibilities include obtaining price quotes, preparing and issuing purchase orders, receiving incoming materials, processing documentation for completed orders, monitoring fuel tank levels, interacting with vendors, preparing and processing documentation, maintaining records, and performing other tasks as assigned. Reports to Road Superintendent.

#### **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Initiates purchase of various materials utilized within the department, which may include equipment, machinery, parts, tools, fuel, supplies, or other materials.

Obtains competitive bids and price quotes for potential purchases; performs price comparisons; verifies availability of budgeted funds to cover each expenditure; selects or recommends vendors for each purchase.

Prepares purchase orders to initiate orders; obtains appropriate approvals; issues purchase orders to vendors for authorized purchases; follows up on status of open purchase orders; maintains purchase order records.

Receives incoming orders; picks up parts at vendors as needed; inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips and receiving documents.

Processes completed purchase orders and invoices for payment; reviews invoices for accuracy and completeness; makes calculations and researches discrepancies; forwards invoices with completed purchase orders for payment.

Monitors fuel tanks to determine fluid consumption levels; ensures availability of adequate fuel levels to conduct work activities; initiates orders for replenishment of fuel.

Communicates with vendors regarding product availability, bids/price quotes, status of orders, problems, discrepancies, or other issues.

Performs manual work associated with loading materials to/from truck.

Prepares or completes various forms, reports, correspondence, purchase orders, fuel logs, or other documents.

Receives various forms, reports, correspondence, purchase requisitions, bids, price quotes, invoices, packing slips, product information, catalogs, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Prepares departmental files; maintains file system of departmental records.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages; responds to requests for service or assistance.



Communicates with supervisor, employees, other departments, vendors, sales representatives, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Operates a utility truck to pick up new materials, transport materials to work sites, or perform other work activities.

## **ADDITIONAL FUNCTIONS**

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by 6 months previous experience and/or training involving purchasing, inventory control, and general office work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

**Physical Ability:** Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of heavy objects and materials (50 - 100 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as traffic hazards.

### PHYSICAL DEMANDS ANALYSIS

**1. STANDING AND WALKING**

Estimated Total Hours: 6 Maximum Continuous Time: 1

**2. SITTING**

Estimated Total Hours: 4 Maximum Continuous Time: 2

**3. LIFTING/CARRYING**

Objects:

| Weight     | Hourly | Daily | Weekly | Monthly | Never |
|------------|--------|-------|--------|---------|-------|
| <10 lbs    |        |       |        |         |       |
| 11-25 lbs  |        |       |        |         |       |
| 26-50 lbs  | X      |       |        |         |       |
| 51-75 lbs  |        |       |        |         |       |
| 76-100 lbs |        |       |        |         |       |
| >100 lbs   |        |       |        |         |       |

**4. CLIMBING**

Tasks: Loading small parts into a pick up truck

**5. REACHING**

Hands Used: RIGHT LEFT BOTH X

**6. WORK CONDITIONS**

| Exposure to                   | Yes | No |
|-------------------------------|-----|----|
| Hot Temperatures              |     | X  |
| Cold Temperatures             |     | X  |
| Sudden Changes in Temperature |     | X  |
| Noise                         |     | X  |
| Fumes                         |     | X  |
| Cramped Quarters              |     | X  |
| Cold Surfaces                 |     | X  |
| Hot Surfaces                  |     | X  |
| Sharp Edges                   | X   |    |
| Vibration                     | X   |    |
| Fluorescent Lighting          | X   |    |
| Computer Monitor Screen Glare |     | X  |

|                 |              |
|-----------------|--------------|
| Inside Building | 60 % of time |
| Outside         | 40 % of time |

**7. OTHER JOB DEMANDS**

| Does Job Require | Yes | No |
|------------------|-----|----|
| Crawling         |     | X  |
| Jumping          |     | X  |
| Lying on Back    |     | X  |
| Lying on Stomach |     | X  |
| Twisting         |     | X  |
| Sweeping/Mopping |     | X  |
| General Cleaning |     | X  |
| Handling Trash   |     | X  |

**8. HAND USE**

| Type of Use  | Yes | No | Frequency |
|--|-----|----|-----------|
| Keystrokes   |     | X  |           |
| Grasp  | X   |    |           |
| Fine Motor i.e: writing,<br>twisting hands or wrist, etc | X   |    |           |

# Exemption Status Tests

## Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?
2. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

| YES | NO | Don't Know |
|-----|----|------------|
|     | ✓✓ |            |
|     | ✓✓ |            |
| ✓✓  |    |            |

## Exemption Status Test (Professional Employee)

~ The following questions to determine whether you've misclassified a worker as a learned professional:

1. Is the employee's primary duty to perform work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction?
2. Is the advanced knowledge obtained by completing an academic course of study resulting in a four-year college degree or leading to certification?
3. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

| YES | NO | Don't Know |
|-----|----|------------|
|     | ✓✓ |            |
|     | ✓✓ |            |
| ✓✓  |    |            |

**Exemption Status Test (Computer Professional Employee)**

~ The following questions to determine whether you've misclassified a worker as an exempt computer professional:

1. Is the employee paid at least \$455 per week on a salary or fee basis or, if paid hourly, at a rate of not less than \$27.63 per hour?
2. Is the employee's primary duty:
  - Application of system analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications; or
  - Design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications; or
  - Design, testing, documentation, creation or modification of computer programs related to machine operating systems; or
  - A combination of the aforementioned duties requiring the same level of skills?

| YES | NO | Don't Know |
|-----|----|------------|
| ✓✓  |    |            |
|     | ✓✓ |            |
|     | ✓✓ |            |
|     | ✓✓ |            |
|     | ✓✓ |            |

**Exemption Status Test (Executive Employee)**

~ The following questions to determine whether you've misclassified a worker as an exempt executive:

1. Is the employee's primary duty managing the enterprise or a department or subdivision of the enterprise?
2. Does the employee customarily direct the work of two or more other employees or their equivalent?
3. Does the employee have the authority to hire or fire, and do her recommendations carry significant weight if unauthorized to make the final decision?
4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

| YES | NO | Don't Know |
|-----|----|------------|
|     | ✓✓ |            |
|     | ✓✓ |            |
|     | ✓✓ |            |
| ✓✓  |    |            |

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\_\_\_\_\_ County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date