

REYNOLDS ELECTRICAL & ENGINEERING CO., INC.

POSITION TITLE: Chief Purchasing Agent

JOB CODE: 003022

DATE PREPARED: October 1, 1989

Revised: April 14, 1994

SUMMARY STATEMENT

The Chief Purchasing Agent directs the activities of the Company's purchasing and/or special contracts function.

DIMENSIONS

The incumbent has contributory impact upon an operating budget of approximately \$4 million, annual purchasing of \$100 million, and contractual authority of \$100,000. The incumbent has direct supervisory responsibility for several exempt and/or nonexempt employees. This position reports to the Procurement and Property Management Department Manager.

NATURE AND SCOPE

1. Supervises, plans, coordinates, and administers all activities of the Purchasing Section and/or Special Contracts Section necessary in the procurement of commodities, services, equipment, materials, and supplies for the Company, DOE, and NTS users in accordance with established procurement policies and procedures;
2. Recommends and implements changes and improvements in operating methods affecting the operation of the purchasing and/or special contracts function;
3. Ensures that all procurement actions meet the requester's needs and specifications and are accomplished at a fair and reasonable cost consistent with quality, reliability of source, and urgency of need;
4. Supervises the negotiation of purchase orders, contracts, consultant agreements, equipment rental, and lease of property; follows up, schedules, and expedites the delivery to meet requirements of construction and maintenance projects;
5. Determines and directs the course of action in accomplishing difficult and complex procurement actions;
6. Directs the preparation of special reports concerning procurement actions, activities, market trends, and other timely information; keeps abreast of market and product developments; and promotes possible new sources of supply;
7. Assists the department manager with the implementation and conduct of department training;
8. Supervises and/or conducts initial training, refresher training, and training on implemented changes to all related procedures and methods for all personnel;
9. Initiates, coordinates, and monitors advanced planning for major acquisitions to ensure that the efforts of all personnel are integrated; develops the overall strategy for managing the acquisition;
10. Monitors the evaluation of complex proposals, suppliers, and subcontractors;
11. Advises and provides technical guidance to other divisions and departments throughout the Company, DOE, and NTS users in matters relating to procurement;

Chief Purchasing Agent

12. Promotes and implements small business; small, disadvantaged business; women-owned business; and labor-surplus programs;
13. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
14. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

Physical

1. Occasional standing/walking for short distances in office or work areas;
2. Constant sitting at desk or computer terminal while reviewing reports, memoranda, and other documents; dictating letters/memoranda; or participating in meetings;
3. May lift/carry up to 20 pounds of paperwork or supplies;
4. May push/pull exerting force of up to 15 pounds to open doors or file drawers;
5. May climb stairs in buildings without elevators when going from one floor to another, while visiting work areas or to attend meetings;
6. Constant use of sight abilities while reviewing documents, writing correspondence, inspecting work areas, and attending meetings;
7. Constant use of speech/hearing abilities in communicating with subordinates or other managers, making presentations, and talking on the telephone, etc.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that policy decisions, procedures, and operations are in compliance with Company and DOE regulations, procedures, and federal and state laws;
2. Must possess planning/organizing skills and initiative; employ independent judgment; and apply knowledge and experience to ensure that requirements are completed efficiently, on time, and are cost-effective;
3. Must possess management, supervisory, and interpersonal communication skills of an influencing and motivating nature to interface effectively with subordinates, other managers, and contacts;
4. Must be able to read/write English and possess mathematical skill and ability to understand complex data, terminology, procedures, laws, and regulations;
5. Must be able to cope with the pressures of deadlines, frequent interruptions, and multiple tasks.

PRINCIPAL CONTACTS

The incumbent maintains continual contact with top and middle management, technical, and administrative personnel inside and outside the Company in providing procurement guidance and coordinating procurement activities. The incumbent also has frequent contact with contractors, manufacturers, and wholesale and retail representatives.

WORKING CONDITIONS

General office conditions exist most of the time.

Chief Purchasing Agent

REQUIRED WORK EXPERIENCE

This position requires eight years of purchasing experience which have provided a thorough knowledge of procurement procedures and practices, particularly those relating to large government contracts, four years of which should have been in a supervisory capacity. On-line computer experience is highly desirable.

REQUIRED TRAINING

This position requires a bachelor's degree in business administration, or equivalent experience.

OTHER SPECIAL QUALIFICATIONS

Efforts should be made in obtaining a professional certificate in the field of procurement or contracting.