

Missouri Department of Transportation

Code: R04101

Title: Senior Procurement Agent

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 10-01-2007

Replaces
(Effective Date)

General Summary The senior procurement agent performs advanced-level professional work in purchasing commodities and services in accordance with policies, state statutes, other applicable legal regulations and standard governmental procurement practices, including ensuring quantity, quality, price, on-time delivery and proper treatment of vendors. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Bachelor's Degree: Business Administration, Public Administration, Accounting, Finance, Economics, or related field
Four years of professional purchasing or procurement experience

Supervisory Responsibilities Lead Worker Only

Location Central and District Offices

Special Working Conditions/Job Characteristics

Examples of Work

- (1) Researches vendors and products to locate appropriate commodities and services.
- (2) Reviews and prepares contracts and proposals for compliance with statutes, commission actions, regulations, policies, specifications, current labor laws and minority laws
- (3) Evaluates and selects bids, including notifying successful bidders and issuing purchase orders for bid and contract proposals for approved awards.
- (4) Obtains and tabulates commodity and service needs from district or Central Office personnel and reports requirements to contracting personnel for statewide action.
- (5) Develops vendor lists and monitors vendor performance related to statewide and district contract requirements.
- (6) Issues invitations to eligible bidders and processes bids for procurement of tools, parts, supplies, services and maintenance materials.
- (7) Determines whether contract pricing is accurate and assesses applicable credits or liquidated damages when discrepancies are found.

- (8) Provides training to non-procurement personnel who have been granted purchasing authority; serves as a resource regarding purchasing policies, procedures and laws.
- (9) Performs lead worker responsibilities, including providing general instruction, assigning and reviewing work, coaching and training, and providing input to the supervisor on staffing decisions and performance management.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.