



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Senior Purchasing Agent

Job Code: 106

Overtime Pay: Ineligible

Primary Responsibility

This is work purchasing technical, scientific or specialized commodities and services.

Typical Tasks

Assists University employees with their technical, scientific, or specialized purchasing needs and requests.

Confers with technical sales representatives and manufacturer representatives regarding requirements for technical and scientific equipment and material.

Purchases a variety of highly technical, scientific or specialized equipment and material.

Approves purchase orders.

Prepare bid specifications, legal advertisements, bid invitations, and correspondences to purchasing companies.

May schedule bid openings.

Maintains mailing lists of eligible vendors.

Maintains catalogs of available equipment and material available to the University community.

Minimum Qualifications

A bachelor's degree in an appropriate area of specialization and three years of appropriate experience; or a high school diploma and seven years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact
Compensation and Classification in Human Resources at

Comp@mail.UCF.edu

or call (407) 823-2771

UCF Human Resources website:

<http://hr.ucf.edu>



UNIVERSITY OF CENTRAL FLORIDA
STAFF CLASS SPECIFICATION

Job Title: Purchasing Agent

Job Code: 105

Overtime Pay: Eligible

Primary Responsibility

This is work purchasing commodities and services.

Typical Tasks

Confers with university employees to determine their purchasing needs and requests.
Screens purchase orders to insure compliance with University policies and procedures.
Approves purchase orders.
May prepare bid specifications, legal advertisements, bid invitations, and correspondences to purchasing companies.
May schedule bid openings.
Maintains mailing lists of eligible vendors.
Maintains catalogs of available equipment and material available to the University community.

Minimum Qualifications

A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

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