



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

PURCHASING AGENTS, EXCEPT WHOLESALE, RETAIL, AND FARM PRODUCTS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Purchasing Agents, Xcpt Whlsale/Retail-B	C1023B	50	
Purchasing Agents, Xcpt Whlsale/Retail-O	C1023O	55	
Purchasing Agents, Xcpt Whlsale/Retail-A	C1023A	65	

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Purchases machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchases raw or semi-finished materials for manufacturing. Includes contract specialists, field contractors, purchasers, price analysts, tooling coordinators, and media buyers.

Nature of Work

Purchasing Agents buy a vast array of farm products, durable and nondurable goods, and services for companies and institutions. They attempt to get the best deal for their company—the highest quality goods and services at the lowest possible cost. They accomplish this by studying sales records and inventory levels of current stock, identifying foreign and domestic suppliers, and keeping abreast of changes affecting both the supply of, and demand for, needed products and materials. Purchasing professionals consider price, quality, availability, reliability, and technical support when choosing suppliers and merchandise. To be effective, purchasing professionals must have a working technical knowledge of the goods or services to be purchased.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Assists agency personnel in determining agency procurement needs.
- Determines the best sources considering cost, quality of goods and services, delivery time, and compliance with the New Mexico Procurement Code.

Recommended Education and Experience for Full Performance

Associates degree in Business or Accounting and Finance and two (2) years of experience in purchasing, procurement and/or warehouse clerking.

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Minimum Qualifications

High School diploma or Equivalency and one (1) year of experience in accounting, finance, purchasing, procurement and/or warehouse clerking.

Operational

- Responsible for the centralized procurement of goods and services for the agency.
- Provides procurement training to staff.
- Specialized and/or technical contract management support services in the preparation, negotiation, and/or review of professional and technical services and construction contracts.
- Reviews accounting reports, contracts, and agreements for compliance with state and federal regulations.
- Prepares, analyzes, and maintains budget and corresponding financial records related to procurement or contract services.
- Coordinates the distribution of federal surplus property to state institutions.
- Coordinates purchasing activities with state and federal agencies and private vendors.

Recommended Education and Experience for Full Performance*

Associates degree in Business or Accounting and Finance and four (4) years of experience in purchasing, procurement or warehouse clerking.

Minimum Qualifications

High School diploma or Equivalency and two (2) years of experience in accounting, finance, purchasing, procurement and/or warehouse clerking.

Advanced

- Establishes quality control measures.
- Performs the full range of duties involved in the procurement or contract process and direct procurement/contracting operations within an agency or a major statewide procurement or contracting program.
- Employees may be responsible for the maintenance and replacement schedules of district, highway, and field equipment as well as facility buildings and equipment.

Recommended Education and Experience for Full Performance

Bachelor's degree in Business or Accounting and Finance and four (4) years of experience in accounting, finance, purchasing, procurement or warehouse clerking.

Minimum Qualifications

Bachelor's degree in Business or Accounting and Finance and two (2) years of experience in accounting, finance, purchasing, procurement and/or warehouse clerking. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

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Knowledge

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

Economics and Accounting — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Skills

Speaking — Talking to others to convey information effectively.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Negotiation — Bringing others together and trying to reconcile differences.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Management of Financial Resources — Determining how money will be spent to get the work done, and accounting for these expenditures.

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Statutory Requirements: Subject to the Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978 and NMAC 1.4.13, as applicable.

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/20001 **Revised:** 9/20/2011, 10/14/2015 (Min Quals)

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.