



**Position Title:** Purchasing Agent II  
**JOB CLASS:** UCP VIII  
**DEPARTMENT:** University of Connecticut  
Office of Capital Projects & Contract Administration  
**REPORTS TO:** Associate Director

**SUMMARY OF POSITION**

The University of Connecticut Office of Capital Projects and Contract Administration is seeking applications for the position of Purchasing Agent II. Under the direction of the Associate Director, primary responsibilities include: utilizing existing policies, procedures, statutes, to plan, develop and organize all phases of prequalification, bidding, awarding, contracting, and contract administration functions. Responsibilities include receive/process/ approve requisitions and purchase orders for goods and services; determine most appropriate delivery method of procurement of goods and services in accordance with federal/state statutes and University policies and procedures. Prepares and solicits competitive bids from qualified vendors; defines/ negotiates appropriate terms and conditions on behalf of the University relative to contractual obligations. Recommends and/or authorizes the purchase of goods and services and ensures the unique needs of the University are being addressed with needs analysis, scheduling, knowledge of local / regional construction industry and market as well as industry trends.

**POSITION RESPONSIBILITIES**

1. Receives requisitions for goods and services from departments, determines most appropriate method of procurement in accordance with federal and state statutes as well as University policies and procedures.
2. Develops RFQ's, RFP's bid documents, recommends awards, defines appropriate contracting methods, solicits competitive bids from qualified general contractors, trade contractors, construction managers, and vendors, prepares contracts, and ensures compliance to Department policies and procedures.
3. Procures, authorizes purchase orders and contracts, within delegated authorized dollar limits, for construction services and materials from qualified vendors, contractors, Architects, Engineers, Consultants, etc. and ensures services are procured in accordance with contract documents, C.G.S. and University requirements.
4. Manages the prequalification and selection process for contractors, design professionals and consultants to ensure compliance with regulatory sources and university policy and procedures. Develops and maintains proper records documenting the selection of contractors.
5. Acts as consultant, advisor and editor in developing and writing specifications; defines special terms and conditions to protect the University's interest relative to the contractual obligations.

6. Works to identify new and innovative methods and processes to accomplish the construction procurement tasks while ensuring compliance to statutes and University policies.
7. In cooperation and coordination with the University's Department of Architectural and Engineering Services (AES) and the University of Connecticut Health Center Campus Planning, Design, and Construction (CPDC), creates the appropriate prequalification and procurement documents, general and special conditions, safety requirements and scope of the construction project procurement requirements. Assists in the coordination and review of all construction and professional service contracts with AES / CPDC project officials to assure contractor/vendor compliance with contract requirements.
8. Collaborates with AES and CPDC and others in establishing the construction work schedule, bonding and insurance requirements, and other project specific procurement and contracting requirements.
9. Authorized by the Associate Director to conduct negotiations on contract prices, technical requirements, and terms and conditions. Issues recommendations for contract and service awards to the Project Engineer/Project Architect/Project Manager.
10. Issues contracts and follows up for timely execution of the contract, receipt of insurance certificates, payment and performance bonds, and any other project specific items that must be submitted. Maintains current insurance certificates, bonds, and consent of surety for reserve reductions, off-site material payments and final payments.
11. Performs contract administration functions, monitoring contractor performance and ensuring compliance with contract terms. Issues handled include change orders, contractor delay, appeals, claims liquidated damages, settlements and terminations. Maintains records on contract administration actions and requirements. Evaluates contractor compliance with contract clauses and initiates corrective actions when problems are identified.
12. Responds to inquiries, requests and complaints from University administration and personnel relative to the construction procurement and contracting process; resolves contractor payment inquiries; participates in post project completion issues and related issues as applicable.
13. May train, instruct and supervise a team comprised of a Purchasing Agent I, Purchasing Assistant(s).
14. Recommends and/or authorizes the purchase of construction services and capital equipment and ensures the unique needs of the University are being addressed throughout the procurement process (e.g. needs analysis, financing, rental/leasing contracts, scheduling, special installation instructions, on-site supervision, acceptance criteria including benchmark testing procedures to be used to determine compliance and/or performance) .
15. Develops and maintains purchasing expertise in business and procurement law, federal and state statutes, the Uniform Commercial Code, environmental and safety issues, finance, computers, and state and University policies and procedures.
16. Conducts training seminars for faculty and staff pertaining to purchasing policies and procedures and assigned commodities.
17. Sources and identifies vendors to maintain and conduct effective CHRO programs.
18. Prepares reports, presentations, and other documents.
19. Attends meetings as required.
20. Performs related duties as required.

## **MINIMUM ACCEPTABLE QUALIFICATIONS**

1. Bachelor's degree, preferably in Business or discipline appropriate to the assigned commodities, and four years professional experience in a comparable institutional environment OR Equivalent combination of education and experience which includes at least 7 years directly related purchasing experience in a comparable institutional environment.
2. Knowledge of construction procurement, contract law, accounting, finance and marketing as they relate to purchasing, federal and state statutes.
3. Thorough working technical knowledge of assigned commodities.
4. Ability to assess University needs, communicate those needs to the contractor / vendor community, evaluate services and products to determine technical compliance and resolve discrepancies.
5. Ability to analyze business and market trends.
6. Good interpersonal skills and ability to communicate clearly verbally and in writing.
7. Knowledge and proficiency in current purchasing and delivery methods, strategies and trends in local, regional and national construction industry.
8. Analytical and problem solving skills to perform contractor and professional services proposal analysis, commodity forecasting, quality assessment, and value analysis.
9. Demonstrated integrity and ability to act without consideration of personal gain and take prompt action in the case of unprofessional and unethical behavior.
10. Demonstrated ability and supervisory skills to train less experienced procurement staff.
11. Strong background in construction procurement and contracting, construction scheduling, and construction methods.
12. Demonstrated ability to effectively use standard business software; strong computer experience in MSWord, Excel, Access, PowerPoint and Outlook.
13. Demonstrated ability to develop and maintain constructive, professional relationships with a wide variety of individuals.

## **OTHER DESIRABLE QUALIFICATIONS/SKILLS**

1. Certified Purchasing Manager (C.P.M.)
2. Knowledge of State of CT General Statutes, University Procurement Policies
3. Demonstrated Problem Solving Skills - Work with contractors, design professionals, engineers, consultants, and University departmental staff to meet requirements or expectations (i.e. work, quality, quantity, timeliness, budgets, communication, knowledge, etc). Work to identify and remove barriers that are impeding performance e.g. review of the current situation; investigation of CT General Statutes, University and Department Policies and Procedures, and processes that contribute to the current situation; review with management to develop options; and processes for continuous improvement.
4. Demonstrated Decision Making Skills - Continuously evaluate contractors, professional service providers, and systems to facilitate decisions that set priorities, resolve conflict, and drive results.
5. Demonstrated Interpersonal Skills - Ability to teach, explain, train, negotiates, correct, and convey information to internal and external sources to illustrate positions to further University and departmental goals. Ability to effectively communicate, and work in a team environment. Excellent questioning and listening skills. Ability to manage within tight time constraints. Problem solving and conflict resolution skills.

## **WORK ENVIRONMENT**

- Performance of the position duties will occasionally require the ability to climb permanent and temporary stairs, ability to climb ladders and to negotiate construction work areas.
- At times, the employee may work at a construction job site where the employee will be exposed to moving machines, outside weather conditions and noise.

## **APPLICATION PROCEDURE:**

Please send cover letter, resume and list of three professional references, including contact information to: Stacy Webb, Search Coordinator, Office of Capital Projects and Contract Administration, 31 LeDoyt Road, Unit 3047, Storrs, CT 06269-3047. Preference will be given to applications received by October 16<sup>th</sup>, 2009. (Search #2010073)

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