

# SHASTA HEAD START CHILD DEVELOPMENT, INC

## Purchasing Agent

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Supervisor: Operations Director

Classification: Non-Exempt

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### **Mission**

Shasta Head Start, a non-profit agency, is dedicated to making a positive difference in the lives of young children, one family at a time. We provide opportunities for education, parenting support and resources to families in our communities.

### **Position Summary**

Coordinates activities involved with procuring goods and services such as classroom, office and other equipment, tools, parts, and supplies for Shasta Head Start.

### **Essential Duties and Responsibilities**

- Develop, maintain, and train on written policies and procedures for the procurement of goods and services.
- Follow written procedures for the procurement of goods and services and maintain appropriate records of items purchased.
- Responsible for the receipt of purchases in a timely, efficient, and cost effective manner.
- Correspond with vendors with regards to price, availability, warranty, delivery of goods and services.
- Ensure vendors comply with the terms, conditions, and specifications of contracts
- Coordinate and provide appropriate trainings for Shasta Head Start bus drivers.
- Ensure fleet of agency vehicles are properly maintained and in good, working condition.

### **Maintain Professional and Ethical Standards**

- Maintain confidentiality in accordance with Agency policy and legal requirements.
- Be honest, reliable and dependable.
- Respect and maintain rights and privacy of all staff, parents, and children.
- Attend mandated trainings and meetings, and seek out staff development opportunities.
- Work as a team member with all staff and maintain a positive work ethic.
- Act conscientiously in performing routine duties
- Adhere to NAEYC Code of Ethical Conduct.

### **Qualifications**

#### **Knowledge and Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals catalogs, agreements, contracts, , technical procedures and/or governmental rules and regulations.
- Ability to write reports, business correspondence, basic contracts and agreements, and procedures manuals.
- Ability to effectively present information and respond to questions from individuals or groups of managers, staff, customers and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, taxes, proportions, percentages, area and various other algebraic and geometric concepts.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Knowledge of various software programs such as MS Word, Excel, Power-Point, and Publisher.

**Education**

*Minimum*

High School diploma or GED

**Training and Experience**

*Minimum:*

Two years progressive responsibility performing the essential duties of this position.

*Desired:*

Three years progressive responsibility performing the essential duties of this position.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds. The employee must be able to occasionally lift 20 pounds overhead and 40 pounds from waist to shoulder. The employee frequently lifts and/or moves up to 40 pounds, and occasionally lifts 50 pounds from floor to waist. The employee must be able to push/pull up to 75 pounds horizontally. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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**ACKNOWLEDGEMENTS:**

I HAVE REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH THE HIRING SUPERVISOR.

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Employee (Print)

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Title