


Job Evaluation Rating Document

	Job Title <u>Purchasing Agent</u> Date <u>October, 2000</u> Revised Date <u>2004, September 10, 2015</u> Revised Date <u>December 18, 2024</u>	Code <u>217</u>
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Decision Making Utilizes choice of action when negotiating and awarding supply contracts. Solicits, researches, arranges demonstrations/evaluations and negotiates equipment/supply purchases for program/project/service areas.	Degree <u>3.5</u>
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Education Grade 12. Supply Chain Canada - Supply Management Training (254 hours).	Degree <u>2.0</u>
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Experience Twenty-four (24) months previous experience working in computerized purchasing/stores/distribution. Eighteen (18) months on the job to become familiar with computer programs, service contract agreements/negotiations, capital equipment purchases, health care products and to become familiar with department policies and procedures.	Degree <u>7.0</u>
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Independent Judgement Resolves minor purchasing problems such as sourcing alternate supplies in emergencies. Conducts various purchasing activities within generally accepted practices. Work involves a choice of methods or procedures, analysis and troubleshooting to solve problems associated with late deliveries and back orders. Exercises judgement within the limits of policy for vendor selection based on departmental needs.	Degree <u>4.0</u>
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Working Relationships Provides technical explanation/advice on purchasing procedures and practices to user departments. Has regular contact with the business community and other employees requiring tact and discretion when negotiating purchasing and supply agreements.	Degree <u>4.0</u>
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<p>Impact of Action</p> <p>Misjudgement in ordering may cause substantial delay in services and result in inadequate supplies. Improper completion or tracking of purchase orders leads to over-billing or surplus/shortages of supplies.</p>	<p>Degree</p> <p>3.0</p>
<p>Leadership and/or Supervision</p> <p>Provides occasional guidance to the primary function of others, including training. Coordinates and channels work to purchasing support staff. Provides functional advice regarding purchasing policies and practices to user departments and vendors.</p>	<p>Degree</p> <p>2.5</p>
<p>Physical Demands</p> <p>Regular physical effort entering purchasing information with frequent periods of computer operation requiring regular accurate coordination of fine movements.</p>	<p>Degree</p> <p>2.5</p>
<p>Sensory Demands</p> <p>Regular sensory effort reading, writing, computer operation and communicating with end-users and vendors with periods of competing multiple sensory demands.</p>	<p>Degree</p> <p>2.5</p>
<p>Environment</p> <p>Occasional exposure to minor conditions such as interruptions and multiple deadlines.</p>	<p>Degree</p> <p>2.0</p>