



## **POSITION DESCRIPTION**

### **PURCHASING AGENT**

**REPORTS TO:** Lead Purchasing Agent

**SUPERVISES:** None

**POSITION SUMMARY:** Under general supervision of the Lead Purchasing Agent, the Purchasing Agent works closely with the departments and is responsible for ordering supplies for various departments and sites as coordinated and assigned by the Lead Purchasing Agent.

**ESSENTIAL JOB FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list, but rather to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

1. Act as the main point of contact for Purchasing in the absence of the Lead Purchasing Agent.
2. Monitor supply levels and place orders on a timely basis.
3. Ensure timely delivery of needed supplies to each clinic.
4. Travel to other clinics to take supply inventories.
5. Participate in continuing education to improve skills and abilities and stay abreast of current healthcare supply technologies.
6. Exhibit a high degree of courtesy, tact, and poise when interacting with other professionals, vendors, and employees.
7. Research and strive to obtain optimal pricing without sacrificing quality.
8. Maintain excellent working relationships with vendors/suppliers.
9. Obtain proper bids according to Fiscal Policy and make recommendations to Lead Purchasing Agent on bidder selections.
10. Obtain all necessary approvals for all purchase orders prior to submitting to Accounts Payable for payment.
11. Properly match purchase orders with shipping documents and invoices. Perform reconciliations of such.
12. Send all necessary documentation to Accounts Payable for timely payment.
13. Reconcile credit card account monthly and provide supporting documentation to Accounts Payable.
14. Maintain strictest level of controls when handling payments, accounts, and credit cards.
15. Other duties as assigned.

**All who work for NVIH are expected to:**

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;

- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

### **EDUCATION, EXPERIENCE, CERTIFICATIONS, AND LICENSES:**

1. Knowledge in Dental and/or Medical supply function and terminology a plus.
2. High school diploma or GED equivalent required
3. Able to work collaboratively with multiple health professionals in a busy and complex environment using tact, diplomacy, and discipline.
4. Ability to understand and adhere to established policies, procedures, and protocols.
5. Commitment to excellence and high standards.
6. Excellent written and oral communication skills.
7. Strong organizational, problem-solving and analytical skills.
8. Ability to manage priorities and workflow.
9. Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
10. Acute attention to detail.
11. Ability to work independently and as a member of various teams and committees.
12. Strong interpersonal skills.
13. Good judgment with the ability to make timely and sound decisions.
14. Creative, flexible, and innovative team player.
15. Indian Preference. Preference in filling vacancies will be given to qualified Indian candidates, in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). In other than the above, NVIH is an equal opportunity, affirmative action employer, and does not discriminate in employment decisions based on race, color, religion, gender, national origin, age disability, or sexual orientation.
16. This position requires an awareness and keen appreciation of American Indian traditions, customs, and socioeconomic needs and the ability at all times to meet and deal effectively in contact with Indian health organizations which require tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

### **PHYSICAL/MENTAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to do the following:

1. Interpret complex laws, regulations, and/or policies.
2. Coordinate multiple tasks simultaneously.
3. Understand and respond to a diverse population.

The employee is occasionally required to walk, sit and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low to moderate. Frequent exposure to blood-borne and air-borne pathogens or infectious materials.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**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 talk and hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus.

Employment with Northern Valley Indian Health is voluntarily entered into. All NVIH personnel are employed on an at-will basis. At-will employment may be terminated with or without cause, and with or without notice at anytime by the employee or by NVIH. No manager, supervisor, or employee of the organization has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will terms.

#### IMPORTANT DISCLAIMER NOTICE

*The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.*

**FLSA STATUS:** Non Exempt

**DATE OF LAST REVIEW / REVISION:** 5/2016

**ASSIGNED SITE:** Willows/Chico