

Missouri Department of Transportation Job Description

Job Title: Procurement Agent

Title Code: R04427

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central and District Offices

Effective Date: 11-16-2024

Replaces (Effective Date): 07-01-2022

General Summary

The procurement agent performs entry-level professional work in purchasing commodities and services in accordance with policies, state statutes, other applicable legal regulations and standard governmental procurement practices, including ensuring quantity, quality, price, on-time delivery and proper treatment of vendors. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Business Administration, Public Administration, Accounting, Finance, Economics, or related field, **OR**
- Four years of professional purchasing or procurement experience.

Special Working Conditions/Job Characteristics

Examples of Work

1. Supports the research of vendors and products to locate appropriate commodities and services.
2. Reviews and prepares contracts and proposals of average difficulty for compliance with statutes, commission actions, regulations, policies, specifications, current labor laws, and minority laws.
3. Assists in evaluating and selecting bids, including notifying successful bidders and issuing purchase orders for bid and contract proposals for approved awards.
4. Obtains and tabulates commodity and service needs from district or Central Office personnel and reports requirements to contracting personnel for statewide action.

5. Develops vendor lists and monitors vendor performance related to statewide and district contract requirements.
6. Issues invitations to eligible bidders and processes bids for procurement of tools, parts, supplies, services, and maintenance materials.
7. Assists in determining whether contract pricing is accurate and assesses applicable credits or liquidated damages when discrepancies are found.
8. Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.