**The Florida Lottery is not a State Personnel System Employer**

**PURCHASING AGENT - POSITION NUMBER 36000057**

ALL APPLICANTS SHOULD COMPLETE THE ON-LINE APPLICATION PROCESS. IF YOU ARE UNABLE TO COMPLETE THE ON-LINE APPLICATION PROCESS, A STATE OF FLORIDA EMPLOYMENT APPLICATION MAY BE FAXED TO 1-888-403-2110.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or the People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

WE HIRE ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS

Responses to the qualifying questions are required to be considered for this position. Answers to the qualifying questions must be verifiable based on your submitted application.

**GENERAL DESCRIPTION**

This is work purchasing a variety of specialized commodities and services including preparing bid specifications and bid invitations and analyzing bids.

**Examples of Work Performed** (Note: The omission of specific statements does not prevent management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)
• Prepares for, facilitates and attends public meetings.
• Responsible for developing as well as assisting in writing technical specifications, performance requirements, and evaluation methodologies used in formal and informal solicitation processes.
• Maintains a basic working knowledge of State of Florida and Florida Lottery rules, laws, regulations, policies and procedures impacting the purchasing profession.
• Maintains vendor contracts/price quotations and issues purchase orders.
• Serves as a MyFloridaMarketPlace System Administrator and provides troubleshooting assistance to end users.
• Responsible for meeting with Vendors, as may be needed.
• Prepares reports, as requested or assigned.
• Maintains a State of Florida Purchasing Card.
• Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

(Note: The knowledge, skills and abilities (KSA's) identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions in the employing agency.)

• Knowledge of the principles and practices of purchasing.
• Knowledge of methods of data collection.
• Ability to apply rules, regulations, policies and procedures relating to the purchasing process.
• Ability to plan, organize and coordinate work activities.
• Ability to work independently.
• Ability to maintain confidentiality.
• Ability to maintain purchasing records.
• Ability to communicate effectively, both orally and in writing.
• Ability to establish and maintain effective working relationships with others.
• Skill in PC based office products.

MINIMUM QUALIFICATIONS

• A bachelor’s degree from an accredited college or university in business administration, public administration, accounting, or closely related discipline and and two (2) year of professional governmental purchasing experience, or
• Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.