



T-TSA Memo

Date: December 21, 2020
To: All Staff and General Public
From: Vicky Lufrano, Human Resources Administrator
RE: Job Posting – Purchasing Agent

Purchasing Agent

T-TSA is seeking an individual eager to consistently support and adhere to Agency Core Values and is a demonstrated team-player. This position performs a variety of responsible technical administrative functions in support of the Agency's purchasing activities; prepares, coordinates and monitors purchasing agreements; and provides general administrative support, as assigned.

Reports directly to, and receives supervision from the Finance and Administrative Department Manager.

Acts as a receptionist; answers phones; assists with answering inquiries from the general public in person, on the phone, via mail or by email; researches and provides information on billing, departmental or unit policies, procedures; takes and processes customer payments; confirms information; and processes other requests as required. Coordinates the purchasing and procurement process; prepares purchase orders; receives, records and posts requisitions; expedites urgent orders as necessary. Contacts suppliers for pricing and availability of items and materials; participates in the selection of suppliers; researches alternate sources of items and materials, as needed. Computes costs; routes documents for approval; generates purchase orders; meets with sales representatives as necessary. Prepares, monitors and tracks a variety purchasing agreements, and other documents, reports and orders. Coordinates with maintenance to tag Agency assets and maintain inventory. Represents the Agency with dignity, integrity, and the spirit of cooperation in all relations with staff and the public. Builds and maintains positive working relationships with co-workers, other Agency employees and the public using principles of good customer service.

T-TSA has a very competitive employee benefit package which includes participation in CalPERS retirement; 100% of Medical/Dental premiums for employees and dependents are paid by the Agency; Vision insurance is Agency funded; Premium paid for employee life insurance; Thirteen (13) paid holidays; Health Reimbursement Arrangement (HRA); vacation and sick leave benefits; and more.

Open Date: 12/21/2020

Close Date: 01/24/2021

Pay Range: Purchasing Agent I - \$23.53 – \$30.03/hour non-exempt (DOE)

Purchasing Agent II - \$26.00 – \$33.18/hour non-exempt (DOE)

Interested applicants are encouraged to apply by submitting an application, resume, and cover letter to Vicky Lufrano at vlufrano@ttsa.net by end of close date. Please specify "Purchasing Agent" in the subject title of the email. A complete job description and application can be downloaded from our website at www.ttsa.net/job-openings.