



**STATE OF IDAHO**  
invites applications for the position of:

## **Purchasing Agent**

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**SALARY:** \$23.26 - \$30.24 Hourly  
**DEPARTMENT:** Division of Military  
**OPENING DATE:** 02/02/22  
**CLOSING DATE:** 02/17/22 11:59 PM  
**DESCRIPTION:**

**STATE OF IDAHO**  
**MILITARY DIVISION**  
Human Resource Office (HRO)  
State Personnel Branch  
4794 General Manning Avenue, Building 442  
Boise, ID 83705-8112  
Telephone: (208) 801-4273

### **STATE VACANCY ANNOUNCEMENT**

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification.

<b>ANNOUNCEMENT NUMBER:</b>	<b>22-08-MN</b>
<b>AREA OF CONSIDERATION:</b>	Open to current, enlisted members of the Idaho National Guard
<b>POSITION TITLE:</b>	Purchasing Agent
<b>PAY GRADE:</b>	NGA-8
<b>POSITION CONTROL NUMBER:</b>	5202
<b>CLASS CODE:</b>	20195
<b>SALARY:</b>	\$23.26 to \$30.24 hourly (\$48,378 to \$62,894 annually)
<b>FLSA CODE:</b>	Administrative Exempt
<b>DUTY LOCATION:</b>	Military Division, Purchasing and Contracting Office (PCO), Gowen Field, Boise, ID
<b>TYPE OF POSITION:</b>	Civilian Nonclassified
<b>COMPATIBLE MILITARY FIELD:</b>	Not Applicable

**JOB TITLE: PURCHASING AGENT**  
**POSITION CONTROL NUMBER(S): 5202 & 3030**  
**CLASS CODE NUMBER: 20195**  
**SALARY GRADE: NGA-8**

**INTRODUCTION:** These positions are located in the Purchasing and Contracting Office, functioning within the State of Idaho – Military Division. The primary purpose of these positions is to purchase standard and specialized supplies, material, equipment and services for the Idaho

Military Division (IMD) and its subordinate units/ organizations; prepare and negotiate contracts; research the cost and value of products, services and equipment; and to perform related work.

Responsibilities include organization and execution of purchasing programs for IMD and the Integrated Engineering Management System (iEMS) which supports the Air National Guard (ANG), Army National Guard (ARNG) and State of Idaho purchasing requirements as defined by various Operations and Maintenance (O&M) federal/state cooperative funding agreements (CFAs). Serves as secondary purchasing point of contact for the IMD, Idaho Office of Emergency Management (IOEM), Public Safety Communications (PSC) and supported National Guard Cooperative Agreement Program Managers.

## **EXAMPLE OF DUTIES:**

### **DUTIES AND RESPONSIBILITIES:**

1. Purchases a variety of goods and services in support of the Idaho Military Division (IMD), Idaho Office of Emergency Management (IOEM), Public Safety Communications (PSC), Idaho Youth Challenge Program/ Academy (IDYCA), Idaho STARBASE Program, National Guard Readiness Centers (Armories), and Gowen Field host/tenant mission requirements. Inputs data via various automated and non-automated contracting systems to update and maintain purchasing, vendor data, accounting data, and name and address files. Develops and assigns local contracting clauses. Applies a wide variety of acquisition laws, regulations and policies to purchases. Selects appropriate contract clauses and provisions involving Requests for Quotation and Purchase Order documents. Inputs and consolidates purchase requests for eventual award action. Prepares and prints Requests for Quotation, Invitations for Bid and contract award documentation. Prepares and issues advertisements in appropriate newspapers and trade journals as required by Idaho Code.

2. Screens requests for procurement of supplies and services to determine type of procurement action required. Determines if purchase requests from supported organizations are complete for purchase. Selects method of purchase (credit card, Imprest Fund transaction, or purchase order). Applies Buy American Act evaluation criteria. Issues delivery orders against Indefinite Delivery Contracts. Researches publications to determine if items are available through preferred supply sources such as state contracts, Prison Industries, Blind and Severely Handicapped, or specified sources of supply. Items are seldom covered by specifications or detailed description. Sources of supply are often outside the local area due to diverse locations of supported units and unique characteristics of items. Arranges for local manufacture of items to meet an urgent need when an item is not otherwise available. Purchases various commercial and/or specialized trade items or services. Applies conventional practices to resolve a variety of purchasing problems (e.g., inadequate or restrictive specifications, lack of multiple suppliers, urgent need, and insufficient price history). Prepares request for proposals, quotation and invitation for bids and selects sources in purchasing items or services. Considers transportation and handling charges, delivery dates, prices, quality of products and discount rates in making award decisions. Prepares and analyzes lease versus purchase alternatives. Documents reasons for awarding to other than lowest priced quotation and for determining that the price is fair and reasonable when there is only one quotation.

3. Overall work consists of purchases under \$100,000 that require considerable time with requesting activities to obtain/clarify technical descriptions or statement of work and other information. Conducts research to locate source and use of suppliers out of the local area. Many of the requirements require special handling such as justification of sole source and Exemptions from Competition, when applicable. The buyer must establish the basis for fair and reasonable price through analysis of responsive bids or price analyst's evaluation.

4. Contacts users to clarify requirements or to suggest substitutes. Consults with suppliers to give and receive information about new items, new sources of supply, prices, item availability, to explain specific requirements, regulations and procedures; to obtain items or services within short deadlines; or to question price quotations which appear to be unreasonable.

5. Evaluates contractor progress towards meeting delivery and performance requirements. Identifies failure to comply with contract provisions. Notifies vendors of delinquencies or quality deficiencies. Determines need, prepares and issues cure notices. Evaluates adequacy of contractor responses to cure notices. Cancels awards prior to performance. Issues terminations of awards for convenience or default. Issues modifications of orders citing the appropriate authority clause. Maintains and closes out purchase order files.
6. Maintains State of Idaho Division of Purchasing contract files. Distributes copies of contracts to IMD personnel as required.
7. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all Equal Employment Opportunity (EEO), Whistleblower Protection Program, security, environmental, and workplace safety practices, policies, and regulations at all times. Maintains a safe and drug/alcohol free workplace.
8. Performs other related duties and projects as necessary or assigned.

**SUPERVISORY CONTROLS:** Works under general supervision of a Supervisory Purchasing Agent who assign primary areas of responsibility and relies upon the incumbent to carry out assignments with minimum supervision. Supervisor provides assistance as required when more difficult items are purchased, and reviews complex documents for conformance with applicable regulations. Work is evaluated in terms of accuracy and compliance with applicable laws, regulations and established policies and procedures.

**PERSONAL WORK CONTACTS:** The incumbent's contacts are with personnel of the Idaho Military Division State Accounting Office, Human Resources Office (HRO), Public Safety Communications (PSC), Idaho Office of Emergency Management (IOEM), funding agreement budget personnel, organizational and directorate level Program Managers, and vendor sales and management personnel.

**WORKING CONDITIONS / PHYSICAL EFFORT:** The majority of work is sedentary and performed in a well-lit, climate-controlled office environment. The job may require lifting of light items such as equipment/ supplies up to 25 pounds. Some travel, via all modes of transportation, may be required for work and training.

FLSA Overtime Code: A (Administrative Exempt; straight time)

EEOC: A01 (Administrative)

WCC: 8810

FEBRUARY 2022

## **MINIMUM QUALIFICATIONS:**

### **QUALIFICATION REQUIREMENTS**

#### **Mandatory Requirements (conditions of employment):**

- Must be an enlisted member of the Idaho National Guard.
- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*
- Must have the required education and months of specialized experience indicated below.

- 24-months of functional procurement/contracting experience and competencies that provided knowledge of contracting principles and procedures to include the following: Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Contract Administration; Government Purchase Card Program; **OR**
- 24-months of college course work that include, in any combination, of the following coursework: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, English, Speech and or Communication, Marketing, Math, or Management. Experience must include; **OR**
- 24-months of a combination of work experience and education as indicated above.

### **Knowledge, Skills and Abilities (KSAs)**

**Applicants must have a minimum of 24-months of specialized education, training or experience performing related duties as specified below.**

- Ability to interpret and apply State of Idaho Military Division purchasing rules, regulations and procedures.
- Knowledge of purchasing principles and procedures applicable to pre-award and post-award actions.
- Ability to conduct cost analysis to ensure that the state and federal governments receive the most competitive price for goods and services.
- Ability to prepare/type procurement documents and general correspondence in final form.
- Ability to interact and deal with internal customers, vendors and the general public concerning business transactions.
- Ability to interpret customer requirements with incomplete descriptions.
- Ability to use procurement systems/programs (e.g.: SCO, IEMS, and I-Pro), and common Microsoft Office programs.

### **CONDITIONS OF EMPLOYMENT:**

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. Military Nonclassified employees are required to comply with military standards and wear the appropriate uniform.
- d. Incumbent must be an enlisted member of the Idaho National Guard. Loss of military membership or compatible military grade/status will result in loss of employment.
- e. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

**5. PERSONNEL MANAGER CERTIFICATION:** The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan

**The HRO State Personnel Branch will not forward incomplete application packets for consideration.**

## **SUPPLEMENTAL INFORMATION:**

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email [hrobypass@imd.idaho.gov](mailto:hrobypass@imd.idaho.gov) to discuss alternative options.

**Thank you for your interest in employment with the Idaho Military Division.**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/idaho>

Position #22-08-MN  
PURCHASING AGENT  
GD

304 North 8th Street  
Boise, ID 83720

[idhr@dhr.idaho.gov](mailto:idhr@dhr.idaho.gov)

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### **Purchasing Agent Supplemental Questionnaire**

- \* 1. **Mandatory Requirement (condition of employment)**: Must be an enlisted member of the Idaho National Guard.  
Provide your military grade, job title, AFSC/ MOS and unit of assignment.
  
- \* 2. **Mandatory Requirement (condition of employment)**: Must have and maintain a valid and unrestricted state issued driver's license (from any state).  
  
*Provide written response regarding your willingness and ability to have and maintain (DO NOT provide license info here).*
  
- \* 3. **Mandatory Requirement (condition of employment)**: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

*Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.*

- \* 4. **Mandatory Requirement (condition of employment)**: Must have the required education and months of specialized experience indicated below. Identify and respond to the highest level for which you qualify/meet all stated requirements. (**Attach supporting documentation to your application**; *unofficial transcripts are acceptable. Describe qualifying work experience(s) including type(s) and duration.*)

- 24-months of functional procurement/contracting experience and competencies that provided knowledge of contracting principles and procedures to include the following: Procurement in Pre-Award and Award Contracts; Simplified Acquisition Procedures; Contract Administration; Government Purchase Card Program; **OR**

- 24-months of college course work that include, in any combination, of the following coursework: Accounting, Business, Finance, Law, Contracts, Purchasing, Economics, English, Speech and or Communication, Marketing, Math, or Management. Experience must include; **OR**

- 24-months of a combination of work experience and education as indicated above.

- \* 5. **Mandatory Requirement (condition of employment)**: Must be willing and able to complete 28-hours of instructor led procurement/contracting training education within 12-months of hire.

*Provide written response regarding your willingness and ability to meet this condition of employment.*

- \* 6. KSA: **Ability to interpret and apply State of Idaho Military Division purchasing rules, regulations and procedures.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 7. KSA: **Knowledge of purchasing principles and procedures applicable to pre-award and post-award actions.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 8. KSA: **Ability to conduct cost analysis to ensure that the state and federal governments receive the most competitive price for goods and services.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 9. KSA: **Ability to prepare/type procurement documents and general correspondence in final form**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 10. KSA: **Ability to interact and deal with internal customers, vendors and the general public concerning business transactions.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 11. KSA: **Ability to interpret customer requirements with incomplete descriptions.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 12. KSA: **Ability to use procurement systems/programs (e.g.: SCO, IEMS, and I-Pro), and common Microsoft Office programs. Identify hardware/software with which you are proficient.**

Provide detailed written response describing your specialized education, training or experience performing related duties to demonstrate that you meet the minimum **24-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, classes taken, training received, etc.*

- \* 13. Unqualified or incomplete applicant packets will not be forwarded.  
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes   ☐ No

- \* 14. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes   ☐ No

- \* Required Question