

Purchasing Representative

Position Description

The Purchasing Representative is assigned to the Oversight Team and reports to the Oversight Manager. The Purchasing Representative gives guidance on County practices and policies relating to the procurement of goods and services for LACs (Local Assistance Centers). The Purchasing Representative is also responsible for procuring large quantity of supplies, services and equipment.

Responsibilities

1. Give guidance on previously established County practices and policies relating to the procurement of goods and services for LACs
2. Advise on availability of existing Blanket Purchase Agreements (BPAs) and options of entering new agreements
3. Coordinate with Facilities Project Manager and Purchasing and Contracting to fulfill requested equipment and supplies list, including rentals
4. Reviews large requests requiring signature authority
5. Responsible for procuring a wide variety and/or large quantity of supplies, services, and equipment while abiding by established procurement policies
6. Record and document all requests, bids, explanations for lack of bids, and purchases using the Emergency Purchase Log and Requisition Form
7. Document how low prices paid were determined to be “fair and reasonable” per the Emergency Requisition Form
8. Arrange for delivery or pick-up of requests, as requested

ALL purchasing activity **MUST** comply with previously established County practices and policies relating to the procurement of goods and services in an emergency or for ongoing operations. **ALL** LAC representatives and County departments are responsible for ensuring that all actions comply with these requirements.

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review this checklist for your responsibilities and clarify any issues regarding your authority and assignment
- Check in with the Oversight Manager
- Determine potential issues for LAC Oversight Team
- Contact counterparts in home agency and establish lines of communication

Operational Phase Actions

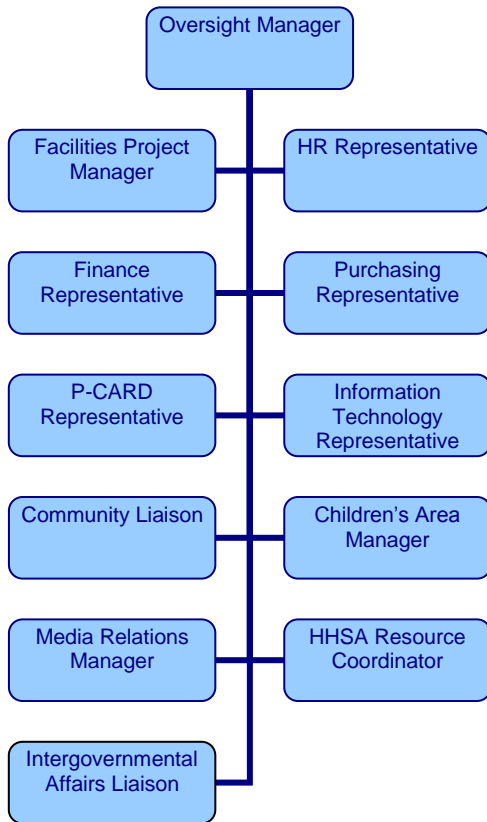
- Review position responsibilities
- Refer media to the Media Relations Manager
- Advise and give guidance on availability of existing Blanket Purchase Agreements and County established procurement methods
- Attend ongoing situation briefings
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known

Deactivation Phase Actions

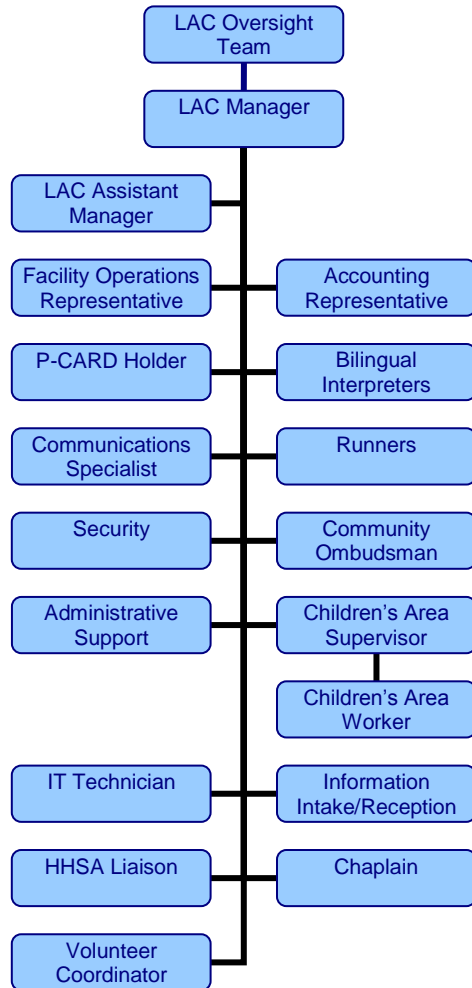
- Work with Oversight Manager to create Demobilization Plan
- Participate in Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed
- Contact any of your department staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Sign out and turn in vest
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM



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