

**PROCUREMENT OFFICER**

**Nature of Work:** Under general supervision, performs work at the full-performance level by overseeing a service unit within a state agency, which is responsible for providing purchasing, inventory, and records management activities. Obtains both goods and/or services in adherence to fluctuating state purchasing regulations. Contacts are extensive and include those both internal and external to state government. Uses discretion and independent judgment to select cost-effective goods/services within prescribed parameters. Performs related work as required.

**Examples of Work**

- Establishes and/or maintains a system or conform with the statutes of the State rules and regulations.
- Prepares, or causes to be prepared, objective specifications for all items to be purchased.
- Analyzes commodities or services provided by vendor to assure conformity to user specifications.
- Establishes and/or maintains an inventory control system and a records retention and disposal system.
- Supervises clerical and other staff positions.
- Recommends policy changes and/or policies in the areas of property control, acquisition and/or management.
- Prepares technical or statistical reports.

**Knowledge, Skills and Abilities**

- Knowledge of the State purchasing laws, rules and regulations.
- Knowledge of purchase requisitions, bidding procedures, purchase orders, special authorizations, and other methods to secure goods and services.
- Knowledge of inventory control procedures.
- Knowledge of records retention and disposal.
- Ability to establish and maintain a congenial working relationship with a variety of employees and general public.
- Ability to communicate both orally and in writing.
- Ability to supervise clerical and other staff positions.
- Ability to operate computer terminal and general office equipment.

**Minimum Qualifications**

- Training:** Graduation from a standard high school or the equivalent.
- Experience:** Four years of full-time or equivalent part-time paid experience in volume purchasing, property control, specification writing or product analysis, as a buyer or procurement officer functioning in a supervisory or lead worker capacity.
- Substitution:** Successful completion of college courses or business school courses may be substituted for the experience on a year-for-year basis.

Established: 12/1/91  
 Revised: 7/26/93  
 Effective: 7/26/93