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.