

DESCRIPTION: Under administrative direction, this class serves as the assistant to the Material Administrator of a large agency. Incumbent is responsible for the daily operations of the department, including supervision of purchasing staff, the service-contracting process for the agency and for all section operations in the absence of the DCS Material Administrator.

DISTINGUISHING CHARACTERISTICS: This class is subordinate to the DCS Material Administrator class.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Directs the development and implementation of agency-wide procurement regulations and procedures.

Supervises and manages the programmatic and administrative operations of the procurement division and its staff. Assists with overall management of the NDCS Purchasing Division. Monitor daily productivity and workload of Purchasing staff.

Oversees reviews of agency procurement actions.

Project Manager for all service contracts. Monitor contract compliance to specifications, including all facets of contracts maintained for NDCS Buyers.

Review all service contracts prepared by subordinate buyers. Approve/disapprove those valued at less than \$25,000. Make recommendation for approval/disapproval to Material Administrator on those service contracts valued at more than \$25,000.

Participate in and/or lead RFP/RFI work groups, develop technical contract specifications and complete bid/award process for high-dollar, technical services pertaining to maintenance, building systems and administration. Review all RFP/RFI's for compliance and quality of all subordinate Buyers prior to release. Process RFP/RFI's to assure fair and equal competition, equal costs and quality services while adhering to State statutes and Agency policies.

Review Purchasing Card statements for all NDCS Buyers to ensure accuracy in reporting and compliance with rules and regulations.

Participates in facility fiscal reviews and coordinates improvement efforts.

Research and develop specifications, evaluate bids and make recommendation for award of purchase regarding high-dollar, technical equipment.

Review each sole source purchase request valued at less than \$10,000 and approve as appropriate to assure compliance with policy.

Meet/interact with vendors, contractors, DAS State Purchasing and agency end-users to improve products and services.

V05740 – ASSISTANT PROCUREMENT MANAGER (continued)

Develop performance evaluation standards for subordinates. Assign and evaluate subordinate work activities to facilitate attainment of established work goals, consistent application of policies and alignment with Agency mission/values.

Assist in the development of the department's biennium budget. Monitor expenditures and discuss status on a monthly basis with Material Administrator. Assist in development and implementation of operational changes, as needed, to adhere to the budget.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: procurement; accounting; management procedures/practices; DCS mission/goals and objectives; DCS Administrative Regulations and Operational Memoranda; DCS policies/procedures; DAS Material and Accounting rules/guidelines/procedures; management techniques/practices; supervisory functions/practices.

Skill in: researching and evaluating products, services, productivity and processes; writing bid specifications/service contracts; evaluating bids; managing/supervising others; development and implementation of operational goals/plans

Ability to: develop and enforce purchasing procedures, regulations and statutes; work independently; communicate effectively; supervise and train others; develop performance standards; evaluate performance; plan, organize, control, delegate and direct the work of both professional and support staff; make effective use of available resources.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Post high school coursework/training in accounting, management, procurement or business administration and experience in purchasing and/or supply inventory. Supervisory experience.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions in order to determine individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).