

DESCRIPTION: Under limited supervision, directs and performs complex and/or high dollar and volume purchasing activities. Supervises assigned purchasing and support staff engaged in the purchasing of high dollar complex commodities and services on behalf of the State, and performs other administrative and purchasing functions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance supervisory classification where the primary and predominant responsibility is to supervise a team of three or more assigned full-time equivalent positions, which includes Buyer positions and, as needed other professional and technical support positions. Positions have regular daily accountability and signature authority for actions and decisions that directly affect the pay status and tenure of employees assigned. Supervisory duties include: (1) providing documentation to support corrective and disciplinary actions, (2) signing performance plans and appraisals, (3) resolving informal grievances or formal grievances at the first step, and (4) starting the hiring process, interviewing applicants, and recommending hires, transfers, or promotions. Positions also direct complex, statewide procurement operations involving commodity and service contract management and enterprise-wide procurement policy administration activities. This class is used solely by the Administrative Services (AS) Materiel Division, State Procurement Section.

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.)

Supervises, organizes, assigns, and monitors work activities, through progress reports at specific stages to ensure all procedures are followed and statute requirements are met. Schedules work of assigned employees to balance workloads and to achieve work goals and priorities. Reviews and approves contracts, purchase orders, Invitations to Bid prepared by assigned buyers. Conducts team meetings to provide advice to workers regarding procurement practices and processes.

Identifies training needs and trains employees, and guides and counsels employees, to increase their performance capabilities and ensure consistent application of agency policies and technical standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant and employee capacities, to document assessments made, and to recommend personnel actions.

Prepares administrative correspondence, records, and status reports to provide information and explanations to agency management and others, and to document work unit activities directed.

Meets with and guides State agency representatives about general procurement procedures and contract questions; provides advice to ensure compliance with State statutes, rules and regulations, and policies and procedures. Meets with all parties to ensure their understanding of time-frame requirements and scope of procurement activity. Conducts training for vendors and State agency procurement staff.

Prepares or reviews bid documents and specifications for bidding purposes for commodity and services purchases; conducts pre-proposal conferences; reviews agencies' Invitation to Bid for compliance to bid specifications and mandatory requirements for Requests for Proposals.

Prepares or reviews Invitations to Bid for purchase orders or contract awards; prepares award of bid documents for sole source purchases or purchases, where less the three vendors responded and purchase values are over \$25,000.00; prepares information for purchase orders, and commodity and service contracts.

Reviews Deviation from Contractual Services requests by State Agencies to ensure compliance with State statutes; requests additional documentation, changes, and/or revisions necessary to be in compliance, prior to review and final approval by the AS Director's office.

Assists the State Procurement Manager, as needed, with special projects and other work assignments such as acts in behalf of the absent the Procurement Manager.

Reviews and makes recommendations for issuance of agencies' Requests for Proposal.

Conducts bid openings, as needed, for commodity purchases and services.

Meets with vendors regarding performance issues.

Contacts vendors, as needed, to request and discuss product information.

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

Knowledge of: State purchasing statutes and rules; State purchasing practices; basic accounting practices; marketing procedures; assigned specialized areas of purchasing; guidelines in writing bid specifications and service contracts; general first-line supervisory practices.

Skill in: accessing and using State Enterprise Resource Planning system features and protocols; operating calculators and computer hardware and software; human relations and communication techniques to reach agreement with others about purchase contracts or requirements.

Ability to: develop and use of work/leave schedules; develop technical training material; elicit employee feedback and provide guidance; apply disciplinary techniques; document and recommend employee selection and other personnel actions; communicate in person, and by telephone, computer, email, and correspondence with employees, vendors, agency representatives, and customers; organize, analyze, and evaluate purchase requisitions; manage methods and timeframes for purchasing highly technical, scientific, or large volume and high cost items; deny purchase requests not in compliance with statutes.

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

Bachelor's degree in a field related to procurement, purchasing, or buying management; business administration, public administration, accounting, finance, or general administration, and three years of progressively responsible experience purchasing complex commodities and services and one-year experience in leading or supervising other professional level buyers/purchasing agents, or technical (non-clerical) support staff in the procurement field. Professional level procurement experience may substitute for the required education on a year-for-year basis.

SPECIAL NOTES:

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