

The Five Traits of a Successful State Procurement Officer

Elevating Your Value

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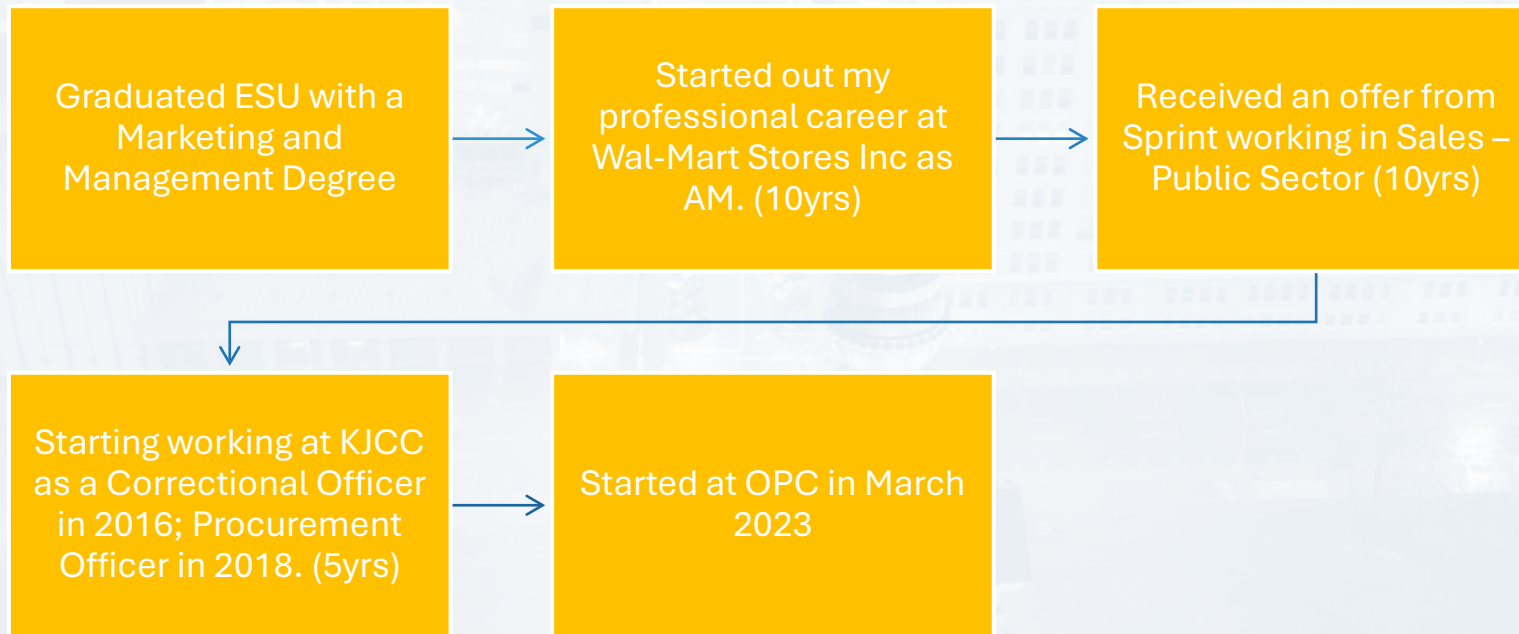
Meet the Speaker



Lee Askew

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My Procurement Journey



Why Procurement Officers Matter

Manage billions in taxpayer funds across the state.

Actions we take directly impacts public trust, efficiency, and service delivery.

Your Success depends on Five Unique Traits

Trait #1: Integrity and Ethical Stewardship

Upholds transparency and fairness in all transactions.

Avoids conflicts of interest and maintains accountability.

Acts as a guardian of public trust.

Acts as a fiduciary for your agency.

Quote: 'Integrity is doing the right thing, even when no one is watching.' – C.S. Lewis

Trait #2: Organized and Detail-Oriented

Manages complex procurement processes with structured timelines and clear documentation.

Maintains accurate records that support transparency, audit readiness, and accountability.

Prioritizes tasks effectively to meet multiple deadlines and statutory requirements.

Implements standardized procedures to ensure consistency across all procurement activities.

Coordinates seamlessly with multiple departments, vendors, and oversight bodies.

Trait #3: Mastery of Compliance and Governance



Deep knowledge of state statutes, codes (PA), and fiscal controls.



Ensures audit readiness.

Trait #4: Innovation and Adaptability

Embraces technology and e-procurement tools;

Encourages creative solutions within policy frameworks.

Having the patience to see the new technology through to the end; Embrace change.

Trait #5: Collaborative and Service-Oriented Leadership



Builds strong relationships with vendors, agencies, and other departments within your agency.



Promote training, mentorship, and communication within your department.



Acts as a connector or conduit across departments.



Have empathy;

Reflection and Discussion

Which of these traits are most developed in your department and/or agency?

Which need the most improvement?

What steps can you take to improve them?

Questions

