

## Procurement Officer

Job Code	Job Title	Pay Grade
4213K1	Procurement Officer I	24
4214K1	Procurement Officer II	27
4215K1	Procurement Officer III	31
4216K1	Procurement Officer IV	34

### CONCEPT:

Prepares bids and awards contracts for the procurement of products and services needs of the agency or the state. Work involves the solicitation and review of bids, evaluations of products and services, preparation of contracts and the development of standard specifications and requisitions for products and services.

### TASKS:

- Purchase the highest quality merchandise at the lowest possible price and in correct amounts or prepares justification of awards at other than the lowest price.
- Prepare purchase orders and requisitions, solicit bid proposals or review requisitions for goods and services. This includes regular and emergency purchases.
- Approves direct purchases of commodities and services on a selective basis.
- Research, analyze, and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the supplier's reputation and history.
- May reject bids, cancel solicitation, or re-advertise when bids are unresponsive or unreasonable offers.
- Meets with department heads and other agency employees to discuss requirements, recommend substitutes and forecast agency needs.
- Monitor and follow applicable laws and regulations.
- Evaluate, monitor, negotiate, or renegotiate, and administer contracts with suppliers, vendors, and other representatives to ensure compliance.
- Monitor shipments to ensure that goods come in on time, and in the event of problems trace shipments and follow up undelivered goods.
- Confer with staff, users, and vendors to discuss defective or unacceptable goods or services and determine corrective action.
- Maintain and review computerized or manual records of items purchased, costs, delivery, and product performance.
- Monitor purchasing department budget.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.
- Negotiate, or renegotiate non-state owned facility leases.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Arbitrates disputes between suppliers and agencies; obtains and reviews facts; recommends appropriate action.
- Directs, through subordinate supervisors, the operation of a decentralized purchasing and contracting program that has delegated authority given by the Division of Purchases for the letting and evaluation of bids and awarding of contracts for an agency.

### LEVELS OF WORK

- Class Group consists of four classes.

**Procurement Officer I** - Coordinates and facilitates the acquisition of goods and services. Duties include reviewing requests and authorizing the purchase of commonly used goods and services; and/or assisting higher level buyers in the preparation of bid invitations, the analysis of bids and the award of contracts.

**Minimum Requirements:** One year of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency.

**Procurement Officer II** - This is advanced specialized purchasing of goods and services. From commonly used goods to the more technical and scientific supplies and equipment. Work may also include preparation of bid invitations and awarding of contracts.

**Minimum Requirements:** Two years of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency.

**Procurement Officer III** - This is specialized purchasing and contract administration work. Work includes the development of statewide, multi-agency contracts; or supervising or overseeing the purchasing and contract work in an agency that has purchasing authority.

**Minimum Requirements:** Three years of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency.

**Procurement Officer IV** - This is managerial work in purchasing and contract administration. Work involves responsibility for planning, organizing and directing the operations of a contracting section in the Division of Purchases; or directing an agencies' decentralized purchasing and contracting program not requiring Division of Purchases oversight and includes supervising a professional staff of buyers. Work involves arbitrating disputes between vendors and agencies.

**Minimum Requirements:** - Four years of experience in procuring commodities and services which includes preparing order specifications, estimates, bids, contracts and awarding contracts. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13

REV: 6/24