

Purchasing Specialist

DESCRIPTION OF WORK: Positions in this band are responsible for procurement activities within a State agency, university, or large institution. Work involves managing all procedural aspects of purchasing activities within State and Federal laws, North Carolina Division of Purchase and Contract rules and regulations, agency/university policy and procedures. Work involves regular communication with internal and external customers and clients. Work may involve negotiation between parties, verification of availability of funds, advising management on proper allocation of funds, and input into budget development. Work may involve the oversight of warehousing, receiving, surplus functions, and other auxiliary functions.

EXAMPLES OF COMPETENCIES:

CONTRIBUTING

Knowledge-Professional: Basic working knowledge of state and federal procurement laws, contract law, purchasing practices, and quality of goods/commodities and/or services being purchased. Basic working knowledge of accounting principles and methods in relation to purchasing needs. Knowledge sufficient to implement established rules and regulations; reviews work for compliance to standards, and may propose procedural changes and/or policy revisions. Knowledge to utilize information technologies to meet work needs.

Coordination of Work Flow: Ability to apply and interpret established rules and regulations to review routine request for accuracy and thoroughness. Ability to determine and execute application of the proper procurement methods and procedures for routine purchases. Ability to prepare and maintain records of some complexity.

Negotiation: Ability to identify issues for routine purchasing actions and assess position of each party. May require the ability to explore and recommend alternatives, with oversight.

Customer Service/Communication: Ability to establish, develop and maintain relationships with departmental personnel, vendors and other customers/clients. Ability to respond to routine/basic requests.

Managing Work and Performance: Ability to execute policies and procedures of area of assignment.

JOURNEY

Knowledge-Professional: Thorough knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services being purchased. Ability to stay abreast of changes in purchasing methods and practices. Thorough knowledge of accounting principles and methods of contracting in relation to purchasing needs. Knowledge sufficient to interpret established rules and regulations and review work for compliance to standards.

Knowledge to propose procedural changes and policy revisions for approval. Knowledge to access/query information technology to facilitate program goals and procedures.

Coordination of Work Flow: Ability to independently administer and review work for compliance of moderate complexity and/or scope. Ability to execute work of moderate complexity and/or scope. Ability to analyze and determine appropriate purchasing methods and/or alternative course of action. Ability to maintain complex records to prepare reports and tabulations.

Negotiation: Ability to independently identify issues of moderate complexity and/or scope, assess position of each party, and explore alternatives and facilitate resolution.

Customer Service/Communication: Ability to develop and maintain strong relationships with departmental personnel, vendors and other customers/clients. Ability to utilize appropriate method of communication to convey pertinent information.

Managing Work and Performance: May require the ability to supervise and ensure that policies and procedures are communicated. May require the ability to participate in training and the development of individual competencies, instructions, and performance evaluations.

ADVANCED

Knowledge-Professional: Expert knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services or being purchased. Expert knowledge in the review and analysis of specialized procurement issues. Expert knowledge of the specialized subject area and related

Negotiation: Ability to identify issues of significant complexity and/or scope. Ability to assess position of each party, explore and develop creative alternatives, and facilitate and implement resolution.

Customer Service/Communication: Ability to create networking opportunities for building better working

procurement laws and regulations. Knowledge to analyze rules and regulations and standards and develop and recommend procedural and policy changes. Expert knowledge of technology to respond to unusual IT situations.

Coordination of Work Flow: Ability to administer, review, and enforce work of significant complexity and/or scope. Ability to execute work of significant complexity and/or scope and act as a final authority. Ability to prepare and maintain complex records to prepare reports and tabulations from these records.

relationships. Ability to develop creative approaches to convey information.

Managing Work and Performance: Ability to ensure that policies and procedures are communicated. Ability to provide training and instruction as needed to develop individual competencies.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree; or Associate's degree and two years of related experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Special Note: This is a generalized representation of positions in this class and is not intended to reflect essential functions per ADA. Examples of competencies are typical of the majority of positions, but may not be applicable to all positions.