

DEPARTMENTAL PURCHASING AND SERVICES OFFICER

DESCRIPTION OF WORK

This is administrative work in planning and directing the purchasing and central service activities for a large state department or university. The employee has the responsibility for establishing agency policy and procedure for purchasing, inventory and property management, warehousing, surplus property, centralized services such as mail, duplicating and print shop, and other ancillary management services as assigned by the agency-head. Work includes dealing with the agency management staff in budget planning, obtaining contract services, and other functions, which guarantees the wisest expenditure of funds. The employee directs and supervises the operation of a large staff of professionals in specialized purchasing areas, warehousing and central services personnel, and clerical personnel. All work is accomplished within the strict limitations of authority specified by statute and by State Division of Purchase and Contract policy and procedure. As the director of agency purchasing activities, the employee serves as the agency head's primary staff assistant in all aspects of purchasing and other assigned administrative duties. Specific work assignments are directed toward the timely, efficient, and economic achievement of agency goals. Purchasing represents a primary management staff service* essential to each program goal; the agency head charges the purchasing officer with responsibility for all purchasing activities necessary for the institution's operation and efficiency. ' Employee contacts are with departmental program chiefs, professors, other agency representatives; in conjunction with agency personnel, the employee determines need, supervises the preparation of specifications, and determines the method and type of purchase necessary.' Contacts with a variety of vendors, carriers, and other officials outside the government structure involve the interpretation of agency needs, evaluation of materials and vendor services, resolving problems of vendor services, or other related activities.

The handling of purchase orders are subject to state law as follows: purchase orders are issued for items on term contract, for non-contract items up to \$1,000 after bids are received, for non-contract items between \$1,000 and \$2,000 after approval of bids by the Division of Purchase and Contract, and for non-contract items over \$2,000 after the Division of Purchase and Contract advertises, collects, and analyzes the bids and after the Board of Awards awards the contract. As delegated by law, the employee has purchasing authority for perishable food items, some emergency equipment, some areas of capital improvements, and as in highway some contracts as established by law.

Work involves coordination of other management services which may or may not be related to purchasing. The services are centralized operations under the employee as directed by the agency head to provide the agency with the best services possible. Such central services are; mail and duplicating or a large print shop; repair shops for equipment, receiving and shipping storeroom, storage areas, transportation, and surplus sales and transfers. Employee plans for centralization of other management services areas as directed by the agency head.

The employee is administratively responsible for the operation of the purchasing office and other delegated areas for personnel and budget. Work is evaluated by the agency head through analysis of the economy, efficiency, and dispatch with which the purchasing activities contribute to the attainment of agency goals and continuity of agency programs.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Thorough knowledge of accepted practices, principles, methods, and procedures of governmental purchasing including the preparation of specifications.

Thorough knowledge of laws, rules, and regulations affecting state purchasing operations.

Thorough knowledge of the wide variety of office and maintenance supplies, materials, and equipment and of the best sources of supply for such goods.

A considerable knowledge of commodity markets, marketing practices, and commodity pricing methods.

Considerable knowledge of the application of accounting principles and methods in relation to purchasing needs.

Ability to plan, organize, and direct large scale purchasing operations.

Ability to interpret market prices and trends and to apply such interpretations to purchasing problems.

Ability to establish and maintain effective working relationships with -associates, officials, and vendors.

Minimum Education and Experience

Graduation from a four-year college or university and six years experience in large scale purchasing, two years of which must be of a supervisory nature; or an equivalent combination of education and experience.

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