

## DEPARTMENTAL PURCHASING OFFICER II

Positions in this class are responsible for managing procurement and warehousing activities within a State agency, university, or large institution. Work involve managing all procedural aspects of purchasing and warehousing activities with significant involvement in the development of internal operating policies consistent with State law and NC State Purchase and Contract rules and regulations. Administrative aspects of work involve verification of availability of funds, advising management on proper allocation of funds, and input into budget development. In State agencies, employees must work with program managers located in all areas of the State. In large institutions, employees are responsible for certain procurement activities for other agencies or departments.

### I. DIFFICULTY OF WORK:

Complexity of Work - Work is complex, requiring involvement with the procurement of a variety of commodities with a number of specialized and/or highly technical items. Responsibilities require analysis of materials usage to determine appropriate inventory levels and reorder points, and analysis of funds allocations within a complicated budget structure. Work requires advisory management on development of internal policies and procedures.

Nature of Guidelines - Work performed within limits established in general statutes, policies, and procedures established by NC State Purchase and Contract, and internal policies and procedures approved by management.

### II. RESPONSIBILITY:

Impact of Work - Direct contribution to efficiency of operations through the procurement of goods and services in a timely manner and ensuring proper allocation of funds through appropriate budget period; indirect impact on the quality of operations.

Work Controls and Supervision Received - Work is reviewed by supervisor to ensure compliance with internal policies. Generally, no technical supervision is received. Proposed procedural changes and policy revisions are reviewed and approved by supervisor.

Responsibility for Others - Position directly supervises clerical support and warehouse personnel.

### III. PERSONAL RELATIONSHIPS:

Frequent contact with program managers, vendors, State Purchase and Contract staff and accounting personnel. Contact primarily for the purpose of receiving and conveying information clarifying specifications of goods and services to be purchased, information clarifying terms of purchase agreements, information concerning funds availability, or communications with vendors concerning problems in the shipment, transport, or receipt of goods.

### IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Thorough knowledge of large scale purchasing methods and procedures. General knowledge of the various grades and qualities of material or commodities being purchased. Some knowledge of the application of accounting principles and methods in relation to purchasing needs. Ability to: apply and interpret established rules and regulations; maintain records of some complexity and to prepare reports and tabulations from these records; establish and maintain effective working relationships with departmental personnel and vendors; direct the activities of support personnel.

Minimum Education and Experience

Graduation from a four-year college or university and two years of experience in large scale purchasing; or high school and five years of experience in large scale purchasing; 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.