

DEPARTMENTAL PURCHASING OFFICER IV

Positions in this class serve as director of procurement and warehousing activities in a large, complex State agency or university; or as director of procurement, or warehousing and other procurement related service areas in a very large, complex State agency or university. Work involves development of internal operating policies and procedures consistent with State law and NC State Purchase and Contract rules and regulations. Administrative aspects of work include evaluation of needs, verification of availability of funds, advising management on proper allocation of funds, and input into budget development.

I. DIFFICULTY OF WORK:

Complexity of Work - Work is very complex, with emphasis on the supervision of professional and clerical support personnel in the procurement of a wide variety of commodities with a large number of specialized and/or highly technical items, and the development and execution of service contracts. Responsibilities require highly advanced analysis of materials usage to determine appropriate warehousing policies and procedures, to evaluate need for requisitioned items, and advanced analysis of funds' allocations within a complex budget structure.

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 and economy of operations through the procurement of goods and services in a timely manner and ensuring proper allocation of funds through appropriate budget periods; indirect impact on quality of program operations.

Work Controls and Supervision Received - Work is administratively to ensure economy, efficiency, and timeliness of operations. Proposed internal policy revisions are reviewed and approved by supervisor.

Responsibility for Others - Positions directly supervise a number of professional employees handling procurement activities in a variety of areas, or managing warehousing and service areas, and appropriate clerical and support staff.

III. PERSONAL RELATIONSHIPS:

Frequent contact with program managers, vendors, NC State Purchase and Contract staff, and accounting personnel. Contacts primarily for the purpose of explaining concerning policies and procedures, clarifying terms of purchase agreements, negotiating terms of service contracts, and resolving problems with vendors.

IV. JOB REQUIREMENTS:

Knowledges, Skills, and Abilities - Considerable knowledge of: State purchasing law and policy; large scale purchasing methods and procedures; sources of supply, market prices, and product characteristics. General knowledge of the application of accounting principles and methods in relation to purchasing needs. Ability to: plan and direct the work of professional, clerical, and support staff; establish and maintain effective working relations with associates, officials, and vendors.

Minimum Education and Experience - Graduation from a four-year college or university 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.