



**Classification:** Procurement Officer I

**Title Code:** V00236

**Pay Range:** 23

**POSITION SUMMARY:** This is mid-level professional work involving procurement and related fiscal activities for a component of the purchasing operation within the Patrol. An employee in this position is also active in bid evaluation process. Work is performed under general supervision by a designated superior; however, the employee is expected to exercise judgment and discretion within the limits of established procedures.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Assumes responsibility for the procurement of assigned commodity/service areas, as well as other procurement activities of the agency.

Makes direct purchases of supplies within limits allowed by state purchasing regulations; develops local sources of supply, obtains price quotations, and selects vendors.

Receives, approves, and consolidates internal requisitions for supplies and equipment; contacts sources of supply to obtain physical specifications and price quotations; submits completed requisitions to the Division of Purchasing for the acquisition of commodities.

Establishes and/or assists the Division of Purchasing in establishing service contracts; aids agency staff in formulating scopes of work. Consults with Division of Purchasing staff, agency staff, and vendors to clarify contract related issues.

Participates in bid evaluations; awards or recommends the awarding of service contracts.

Confers with supervisors and/or administrative staff regarding procurement and fiscal matters; assists them in preparation of specifications for supplies and equipment.

Explains rules, regulations, and procedures regarding the purchase of commodities and/or services to agency staff involved in procurement.

Contacts vendors to resolve problems with late shipments, damaged or incorrect products, and/or noncompliance with contracted services.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of the theory, principles, and practices of centralized purchasing as it relates to state government, and current developments in procurement.

Knowledge of Patrol and State policies and procedures dealing with purchasing.

Knowledge of the various grades and qualities of commodities assigned to be purchased and their sources of supply, and of the markets, marketing practices, and pricing methods as they apply to the assigned commodity group

Knowledge of automated data processing systems and PC software.

Working knowledge of SAM II Financial.

Ability to develop, implement, evaluate, and modify internal procedures and systems.

Ability to verify documents and reports produced and received, and take proper steps to reconcile errors.

Ability to obtain and evaluate competitive bids for the procurement of supplies, materials, and/or equipment.

Ability to make decisions in accordance with statutory and department rules, regulations, policies, and procedures and applying these to work problems.

Ability to plan, prioritize, and manage multiple projects and work under pressure.

Ability to work independently with general supervision.

Ability to operate basic office equipment (e.g., copier, personal computer, fax machine, telephone, printer, shredder, etc.).

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a Bachelor's degree from an accredited college or university with an emphasis in Accounting, Business Administration, or related field, AND at least two years of experience in procurement, accounting, or closely related fiscal management activities.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.