

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES:</u> State Purchasing	<u>SERIES NO.:</u> 6453
	<u>MAJOR AGENCIES:</u> Department of Administrative Services only	<u>EFFECTIVE DATE:</u> 02/26/2012

SERIES PURPOSE:

The purpose of the state purchasing occupation is to provide centralized purchasing services to customer agencies.

At the lower levels, incumbents research materials & markets, prepare technical specifications & analyze bids received from vendors.

At the higher levels, incumbents supervise analysts & support staff or manage State Purchasing section activity & ensure compliance with state procurement rules & regulations.

Note: This classification is reserved for use by the Department of Administrative Services only.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Assistant	64530	27	06/26/1994

CLASS CONCEPT:

The developmental level class works under immediate supervision & requires working knowledge of office practices & procedures, word processing & state purchasing policies, procedures & regulations in order to provide office assistance to state purchasing staff by screening & returning vendor calls, conducting customer surveys, reviewing vendor requests for price increases & determining product/service usage.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Specialist	64531	28	06/26/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of purchasing/procurement in order to analyze purchasing contracts, inspect quality of equipment & specifications & advise customer agencies regarding vendor or purchasing possibilities & procedures.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Procurement Coordinator	64532	31	06/26/1994

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of purchasing/procurement & state purchasing rules & regulations in order to provide centralized purchasing services for one-time procurement requests submitted by customer agencies.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Procurement Support Analyst	64533	32	06/26/1994

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of purchasing/procurement & state purchasing rules & regulations in order to oversee state term schedules, controlling board requests, "Buy Ohio" & cooperative purchasing programs.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Standards Analyst	64534	32	06/26/1994

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of purchasing/procurement & state purchasing rules & regulations in order to review, research & analyze state's requirement for goods & services, write technical standards & specifications for competitive bidding of term contracts, prepare invitations to bid (i.e., ITB) & select

vendors to receive ITB.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Procurement Manager	64536	14	04/26/2009

CLASS CONCEPT:

The first managerial level class works under general direction & requires thorough knowledge of purchasing/procurement, state purchasing rules & regulations & supervisory & managerial principles & techniques in order to manage activities of either State Purchasing Procurement Section or State Purchasing Procurement Support Section & in addition to either option, supervise assigned staff (e.g., State Purchasing Standards Analysts, State Purchasing Procurement Analysts, State Purchasing Specialists, State Purchasing Assistants).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Contracts Manager	64537	15	04/26/2009

CLASS CONCEPT

The second managerial level class works under administrative direction & requires extensive knowledge of management & purchasing/procurement in order to plan, direct & coordinate activities of procurement processes utilized by State Purchasing to establish contracts for supplies & services, develop & implement policies & procedures for State Purchasing functions & supervise assigned staff (i.e., State Purchasing Procurement Managers, 64536).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>PAY GRADE</u>	<u>EFFECTIVE</u>
State Purchasing Administrator	64538	16	04/26/2009

CLASS CONCEPT:

The administrative level class works under administrative direction & requires extensive knowledge of agency purchasing policies & procedures, state procurement regulations, purchasing/procurement, managerial/supervisory principles/techniques & public relations in order to serve as Chief of State Purchasing & direct & administer all procurement activities & support services in Office of State Purchasing, formulate policies & procedures for State Purchasing functions, coordinate procurement of supplies & services on statewide basis & supervise staff (i.e., State Purchasing Contracts Manager, 64537 & unit managers).

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Assistant	64530	14	06/26/1994	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Provides office assistance to purchasing staff by performing variety of purchasing support tasks (e.g., tabulates vendor bids; mails surveys to customer agencies & tabulates results; screens incoming calls from vendors & returns calls as directed by purchasing staff; reviews vendor requests for price increases; determines product/service utilization for use in ITBs; prepares vendor disqualification letters for purchasing staff signature).

Performs related clerical tasks (e.g., types memos, letters & reports; maintains files for purchasing staff).

MAJOR WORKER CHARACTERISTICS:

Knowledge of office practices & procedures; purchasing/procurement techniques*; state purchasing rules & regulations*. Skill in word processing or typing. Ability to deal with problems involving several variables in familiar context; calculate fractions, decimals & percentages; maintain accurate records; originate routine business letters reflecting standard procedures; gather, collate & classify information about data, people or things.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in office practices & procedures or working in office with public contact; 1 course or 3 mos. exp. in word processing or typing.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Specialist	64531	4	06/26/1994	28

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Evaluates vendor compliance with respect to quality & delivery requirements of materials, merchandise & services being provided which may include visiting state agencies & institutions.

Provides information &/or instructions to supervisory personnel on receiving methods, stock control & purchasing procedures.

Processes purchase complaints reports; checks term contracts; makes telephone contacts & initiates correspondence to resolve complaints &/or ensure contract compliance; submits samples of purchased items for laboratory tests & evaluation of merchandise procured by state purchasing.

Prepares written reports of observations, corrective action taken & recommendations made; reviews trip reports & compiles data into concise activity report.

MAJOR WORKER CHARACTERISTICS:

Knowledge of purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing regulation, value analysis, materials handling, inventory & production control, purchasing problems); state purchasing rules & regulations*; public relations. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information according to established method; calculate fractions, decimals & percentages; write routine business correspondence & reports following standard procedures; give verbal instructions associated with purchasing procedures; handle sensitive telephone & face-to-face inquiries & contacts with vendors & government & agency officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in purchasing/procurement (i.e., evaluating bid responses, review of contractual language, awarding of contracts); 3 mos. trg. or 3 mos. exp. in public relations; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Procurement Coordinator	64532	14	06/26/1994	31

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Receives & reviews requisitions from customer agencies for purchase of supplies, equipment & services, evaluates adequacy of specifications included in requisitions to ensure appropriate vendor response & competition among vendors & discusses & implements revisions to agency-provided specifications as needed.

Prepares ITB based on customer agency needs, specifications, industry trends & state regulations to maximize chances for effective contract award, selects vendors to receive ITB, reviews questions & clarifies ITB concerns with vendor, review bids received from vendors, totals bids to determine most responsive & responsible bidder, reviews bids for compliance with all applicable legislative & administrative requirements & makes award recommendation to supervisor.

Responds to complaints from customer agencies regarding vendor performance & negotiates resolution or problems between customer agencies & vendors to satisfy customer & protect business interests of state; maintains open lines of communication with key contact persons in customer agencies; advises agency personnel on purchasing procedures; stays current on industry/business & procurement trends through daily contact with vendor representatives & by reading trade journals.

Maintains records & provides reports as required; operates personal computer for office use & to communicate with agencies.

MAJOR WORKER CHARACTERISTICS:

Knowledge of purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing regulation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; accounting; contracts. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; proofread technical specifications, recognize errors & make corrections; prepare ITBs; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of program coursework for associate degree in public or business administration, purchasing, materials management, contracting, acquisition management or logistics or other purchasing related field.

-Or 6 mos. exp. in purchasing/procurement position that involved reviewing requisitions for goods & services, writing invitations-to-bid, evaluating vendor response & communication with vendors & customers.

-Or 18 mos. as State Purchasing Specialist, 64531.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Procurement Support Analyst	64533	14	06/26/1994	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches, analyzes & oversees state term schedules & controlling board requests to determine appropriateness of items for deviation from competitive bid process & analyzes & oversees procurement requests through "Buy Ohio" & Cooperative Purchasing programs & ensures compliance with program requirements.

Evaluates existing & proposed procurement programs, methods &/or procedures for adequacy & efficiency, recommends improvements plans remedial action & implementation schedule.

Creates schematics, graphs &/or flow charts of analysis for management review; assists in building information bases for comparative review & analysis; accesses & array data, via terminal or personal computer, for analysis & use by management &/or buyers; compiles reports & associated recommendations designed to advise procurement management on situation/action findings.

Performs administrative functions conducive to presenting procurement section to its user agencies (e.g., provides information regarding programs & procedures; prepares correspondence).

MAJOR WORKER CHARACTERISTICS:

Knowledge of purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; "Buy Ohio" & Cooperative Purchasing programs & associated rules & regulations*; accounting; contracts. Skill in operation of personal computer*. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret variety of technical material in books, journals & manuals; use statistical analysis; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in public or business administration, purchasing, materials management, contracting, acquisition management or logistics or other purchasing related field.

-Or completion of program coursework for associate degree in one of previously stated areas of study; 6 mos. exp. in purchasing/procurement position that involved reviewing requisitions, writing invitations-to-bid, evaluating vendor response & communicating with vendors & customers.

-Or 24 mos. exp. in purchasing/procurement position that involved reviewing requisitions, writing invitations-to-bid, evaluating vendor response & communication with vendors & customers.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Standards Analyst	64534	14	06/26/1994	32

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Researches & analyzes state's requirement for wide range of goods & services, writes & designs technical standards & specifications for competitive bidding of term contracts, prepares ITB using specifications, knowledge of industry trends & state regulations to maximize chances for effective award, designs ITB with proper contract language to allow for logical evaluation of competing bids & to allow for post-award contract enforcement & selects vendors to receive ITB.

Reviews bids received to determine lowest overall cost & compliance with ITB specifications & applicable state regulations to select most responsive & responsible bidder, recommends selection to supervisor & arranges for lab testing of samples submitted by vendor.

Solicits opinions from customer agencies regarding vendor performance & negotiates resolution of problems to guarantee customer satisfaction & to protect state's business interests; maintains contact with key customer agency personnel; maintains contract with industry representatives to stay abreast of industry trends.

Operates personal computer for internal communications, to gather information on vendors & contracts & to communicate with customer agencies; maintains logs & prepares reports; develops new term contracts based on customer input & industry/technology development.

MAJOR WORKER CHARACTERISTICS:

Knowledge of purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; accounting; contracts. Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; originate & edit technical specifications & term contracts; prepare ITBs; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate program core coursework in public or business administration, purchasing, materials management, contracting, acquisition management, logistics or other purchasing related field.

-Or completion of program coursework for associate degree in one of previously stated areas of study; 6 mos. exp. in purchasing/procurement position that involved reviewing requisitions, writing invitations-to-bid, evaluating vendor response & communicating with vendors & customers.

-Or 24 mos. exp. in purchasing/procurement position that involved reviewing requisitions, writing invitations-to-bid, evaluating vendor response & communication with vendors & customers.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain & maintain certificate for Certified Professional Public Buyer (CPPB) as issued by Universal Public Purchasing Certification Council within two years of accepting position in this classification. Failure to obtain certificate is cause for removal.

UNUSUAL WORKING CONDITIONS:

May require travel.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
State Purchasing Procurement Manager	64536	EX	04/26/2009	14

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Manages purchasing activities (e.g., term contracts, term schedules, requests for proposals or one-time bids) & supervises assigned staff (e.g., standards analysts, procurement analysts, specialists & assistants) involved in establishment of contracts for procurement of supplies & services for customer agencies.

In conjunction with State Purchasing Contracts Manager & State Purchasing Administrator, develops section goals & objectives & formulates & implements tactics to accomplish goals & objectives; develops & oversees section procedures for annual spending on commodities & materials for internal use; maintains account assessment of all customer agencies for services rendered.

Advises customer agencies on development of specifications relative to purchase requests & procurement policies & procedures; maintains contact with customer agencies & vendor representatives, advises customers & vendors on proper purchasing procedures, fosters customer oriented proactive working environment & negotiates resolution of problems between customers & vendors.

Signs contracts as authorized &/or delegated by Director of Administrative Services; serves as backup to State Purchasing Contracts Manager, 64537 &/or State Purchasing Administrator, 64538 in their absence as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervisory principles/techniques; purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; contracts. Skill in word processing & computer programs (e.g., Microsoft Word, Excel, PowerPoint). Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; originate & edit technical specifications & term contracts; prepare bids, RFP & contract documents; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in public or business administration or field related to procurement; 36 mos. exp. in procurement/purchasing activities that included 12 mos. in supervisory capacity.

-Or completion of associate core coursework in one of previously stated areas of study; 48 mos. exp. in purchasing/procurement position that included 12 mos. exp. in supervisory capacity of procurement function.

-Or 60 mos. exp. in purchasing/procurement position that included 12 mos. exp. in supervisory capacity of procurement function.

-Or certified manager (CPPO, CPM as issued by ISM-NAPM); 12 mos. exp. in position that included business administration, purchasing, materials management, contracting, logistics or other purchasing related field.

-Or 48 mos. exp. as certified (CPPB) State Purchasing Procurement Analyst (64534).

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal. Upon receipt of certification, authorized to sign contracts, bid/RFP addenda & contract amendments as delegated by Director of Administrative Services.

UNUSUAL WORKING CONDITIONS:

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Contracts Manager	64537	EX	04/26/2009	15

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

On behalf of State Purchasing Administrator, plans, directs & coordinates activities of procurement processes utilized by State Purchasing to establish contracts for supplies & services (e.g., Invitations to Bid, Competitive Sealed Proposals, State Term Schedules); develops & implements policies & procedures for administration of State Purchasing functions for all state agencies & institutions, oversees implementation of programs as mandated by legislature or as ordered by Director of Administrative Services & supervises assigned staff (i.e., State Purchasing Procurement Managers).

In conjunction with &/or in absence of State Purchasing Administrator, coordinates procurement of supplies & services on statewide basis; approves or disapproves purchase requisitions of state agencies, departments & institutions; as delegated by Director of Administrative Services approves & signs contracts for supplies or services & approves &/or disapproves requests from agencies for release & permits to exceed purchasing thresholds or when seeking controlling board approval.

Assists in preparation of division budget, performance reports, studies on spending levels & purchasing practices for State Purchasing.

Maintains contact with key staff members from customer agencies; fosters customer oriented, proactive working environment in State Purchasing; serves as liaison to business community & provides information on purchasing policies & programs & in absence of State Purchasing Administrator, acts for Deputy Director of General Services Division &/or State Purchasing Administrator by attending functions & meetings of various committees, boards & commissions.

Supports Deputy Director of General Services Division & State Purchasing Administrator by making presentations & providing information relative to office.

MAJOR WORKER CHARACTERISTICS

Knowledge of management; supervisory principles/techniques; purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; contracts. Skill in word processing & computer programs (e.g., Microsoft Word, Excel, PowerPoint). Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; originate & edit technical specifications & contracts; prepare bids; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of undergraduate core coursework in public or business administration or procurement related field; 48 mos. exp. in procurement/purchasing position that included 12 mos. in managerial or supervisory capacity.

-Or completion of associate core coursework in one of previously stated areas of study; 60 mos. exp. in purchasing/procurement position that included 12 mos. in managerial or supervisory capacity.

-Or 72 mos. exp. in purchasing/procurement position that included 12 mos. exp. in management or supervision of procurement activities.

-Or certified manager (CPPO, CPM as issued by ISM-NAPM); 48 mos. exp. in position that included business administration, purchasing, materials management, contracting, logistics or other purchasing related field.

-Or 36 mos. exp. as State Purchasing Procurement Manager, 64536 with CPPO certificate.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal. Upon receipt of certification, authorized to sign contracts, bid/RFP addenda & contract amendments release & permits & any other documents & correspondence as delegated by Director of Administrative Services.

UNUSUAL WORKING CONDITIONS

May require travel.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
State Purchasing Administrator	64538	EX	04/26/2009	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Directs & administers all procurement activities & support services in Office of State Purchasing (e.g., contract procurement, procurement support, administrative support, cooperative purchasing & community rehabilitation program), formulates policies & procedures for administration of central purchasing functions for all state agencies & institutions, oversees implementation of policies & programs as mandated by legislature or as ordered by Director of Administrative Services & supervises staff (i.e., State Purchasing Contracts Manager, 64537 & unit managers).

Develops goals & objectives for Office of State Purchasing & implements tactics to achieve goals & objectives; assists in preparation of division budget, performance reports, studies on spending levels & purchasing practices; approves/disapproves purchase orders & invoices for supplies & services acquired by office & all other documents related to operation of State Purchasing.

Develops, implements & monitors plans for integrating latest technology into procurement processes; assesses comparable programs of other states & organizations to determine potential for transferability; directs efforts to minimize paperwork through use of electronic commerce & Internet.

Oversees, approves & monitors training, education, certification & professional development programs for staff & managers & outreach to agencies & vendor community.

Oversees development & enforcement of policies, procedures, directives & guidelines for office & for use by state agencies; approves/disapproves requests for release & permits to exceed procurement thresholds &/or to seek approval from controlling board.

Supports Deputy Director of General Services Division & Director of Administrative Services by making presentations & providing information relative to office.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervisory principles/techniques; purchasing/procurement (e.g., principles of purchasing, advanced purchasing, purchasing negotiation, value analysis, materials handling, inventory & production control, purchasing problems); oral & written communication; state purchasing rules & regulations*; accounting; contracts. Skill in word processing & computer programs (e.g., Microsoft Word, Excel, PowerPoint). Ability to define problems, collect data, establish facts & draw valid conclusions; interpret extensive variety of technical material in books, journals & manuals; use statistical analysis; originate & edit technical specifications & contracts; prepare bids; gather, collate & classify information about data, people or things; develop & maintain good rapport with customer agencies & vendors.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core coursework in public or business administration; 60 mos. exp. in procurement/purchasing activities that included 24 mos. in managerial or supervisory capacity.

-Or completion of associate core coursework in one of previously stated areas of study; 72 mos. exp. in purchasing/procurement position that included 24 mos. exp. in managerial or supervisory position.

-Or 84 mos. exp. in purchasing/procurement position that included 24 mos. exp. in management or supervision of procurement activities.

-Or certified manager (e.g., CPPO, CPM as issued by ISM-NAPM); 60 mos. in position that included business administration, purchasing, materials management, contracting, logistics or other related purchasing field.

-Or 36 mos. exp. as State Purchasing Contracts Manager (64537) with CPPO certificate.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Must obtain certified public purchasing officer (CPPO) certification or equivalent within four (4) years of initial date of hire into position or within two (2) years of eligibility, whichever comes first. CPPO certification must be maintained through recertification every five (5) years as required by the Universal Public Purchasing Certification Council. Failure to obtain or maintain certification is cause for removal. Upon receipt of certification, authorized to sign all contracts, contract amendments, bid/RFP addenda, release & permits & any other documents & correspondence as delegated by Director of Administrative Services.

UNUSUAL WORKING CONDITIONS:

May require travel.