

Specification for Class of

STATE PROCUREMENT OFFICER 1

Abolished Effective July 1, 2007

Definition: In the Department of General Administration, performs statewide procurement management of both annual contracts and daily purchases for a group of assigned goods and services on behalf of client agencies, colleges and universities, political subdivisions and eligible non-profit corporations.

Distinguishing Characteristics: This is an entry level professional purchasing position. Positions perform all the necessary steps to commit the State of Washington to procurement agreements. This level exercises independent signing authority of up to \$35,000 per transaction.

Typical Work

For identified commodities and services, determines appropriate course of action/procurement methodology including, but not limited to, competitive bids, sole source acquisitions, requests for proposals or direct negotiations. Serves on multi-agency client committees and evaluates input relative to specification development and contract award;

Originates and finalizes competitive solicitation documents, finalizing contracts for long term agreements and/or one time purchases. Directs selection of interested and qualified vendors for bid distribution. May attend pre-bid conferences to provide direction to interested bidders. Analyzes and evaluated bids or proposals and determines compliance with contract requirements, including but not limited to technical specifications, life cycle costing, the Environmental Protection Agency's recycled content guidelines, instate reciprocity, minority and women business enterprise participation and price. Coordinates and evaluated supplier demonstrations. Reflect bids that do not meet bid requirements. Prepares and documents contract awards and other contract actions, including expiration and extensions;

Performs ongoing contract and contractor evaluations to ensure goods and services are delivered and in accordance with contract requirements and prices remain competitive with general market. Directs corrective action as required. Participates in negotiations to correct performance, price adjustments or contract termination;

Meets with contractor representatives and customers to resolve contractual issues;

Represents agency as attendee at trade shows and purchasing conventions. Reviews trade publications to stay current with market trends. Communicates with suppliers to stay current with industry developments;

Assign and oversee projects to support staff;

Performs other work as required.

Knowledge and Abilities

Knowledge of: Procurement methods; research and market analysis techniques, effective methods of oral and written communications, technical writing skills, contract development and administration.

Ability to: Establish and maintain effective working relationships, adapt rapidly to changing market conditions and/or customer needs, work effectively with automated procurement systems, actively participate in user committees that aid in development of contract specifications or contract dispute resolution, prepare basic contract specifications and aware criteria, analyze bids or proposals and determine award, prepare, maintain and interpret procurement and contract statistics and management reports.

Minimum Qualifications

A Bachelor's degree involving major study in business administration or allied field, and one year of full-time work experience as a purchasing professional.

Full-time experience as a purchasing professional will be substituted on a year-for-year basis for education, provided you have 20 quarter credit hours or equivalent in principles of accounting, business law, economics, purchasing or statistical analysis.

Experience as a state procurement assistant, or equivalent will be substituted on a 1 1/2 years for one basis, provided you have 20 quarter credit hours or equivalent in principles of accounting, business law, economics, purchasing or statistical analysis.

STATE PROCUREMENT OFFICER 1

17600

New class: 5-1-63

Revised definition and minimum qualifications: 3-15-73

Revised minimum qualifications: 2-15-74

Revised distinguishing characteristics: 12-20-74

Revised definition: 8-26-77

Revised minimum qualifications: 6-15-79

Revised July 12, 1996

Revised Definition, Minimum Qualifications, title change
(formerly Buyer 1), General revision: 7/12/96