

## Specification for Class of

## STATE PROCUREMENT OFFICER 2

**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 organizations.

Distinguishing Characteristics: This is a journey level classification. Positions perform all the necessary steps to commit the State of Washington to procurement agreements. This level works independently with business executives, legislative staff and state agency executive management. Exercises independent signing authority for up to \$100.000 per transaction.

Typical Work

Performs market analysis and customer needs assessment studies to identify new contracting possibilities. Coordinates consolidation of actual or estimated statewide purchasing volumes. Develops and implements strategic direction of contract development. Exercises authority to independently make decisions with major statewide fiscal impact. Determines appropriate course of action/procurement methodology, including but not limited to competitive bids, sole source acquisitions, request for bid proposals or direct negotiations. Originates and chairs multi-agency client committees and evaluates input relative to specification development and contract award;

Originates and finalizes competitive solicitation documents for long term agreements and/or one time purchases. Directs selection of interested and qualified vendors for bid distribution. Conducts pre-bid conferences and provides direction to interested bidders. Analyzes and evaluates returned 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. Assists suppliers in achieving Minority and Women Business Enterprise goals. Coordinates and evaluates supplier demonstrations. Reject bids that do not meet bid requirements. Executes and documents contract awards including contract expirations and extensions;

Performs other work as required.

Knowledge and Abilities

Knowledge of: Contract law, principles of negotiations, innovative contracting and procurement techniques; 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 with suppliers, customers, fellow employees and the public; adapt rapidly to changing market conditions and/or customer needs; work effectively with automated procurement systems; develop and lead user committees that aid in development of contract specifications or contract dispute resolution; prepare and interpret complex contract specifications and award criteria; analyze bids or proposals submitted by suppliers and determine award; prepare 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

Two years experience as a State Procurement Officer 1 or other purchasing professional with comparable scope of authority and responsibility.

Experience as a purchasing professional will substitute 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.

New class: 3/15/73

Revised Distinguishing Characteristics, Minimum Qualifications, general revision: 12/20/74

Revised Definition and Distinguishing Characteristics: 8/26/77

Revised Distinguishing Characteristics: 3/15/80

New Class Title: Formerly Buyer 2

Revised Definition, Distinguishing Characteristics, and Minimum Qualifications, title change (formerly Buyer 2), General

Revision: 7/12/96