

Specification for Class of
STATE PROCUREMENT ASSISTANT
Abolished Effective July 1, 2007

Definition: In the Department of General Administration, performs entry level procurement duties as a member of a purchasing team responsible for the administration of ongoing procurement contracts.

Distinguishing Characteristics: Does not have any direct purchasing authority. Completes preliminary steps in the contracting process including preparation and advertising of bid solicitations, bid analysis, determination of lowest responsive bidder and recommends award to contract officer.

Typical Work

Reviews purchase requisitions submitted by client agencies, colleges and universities, political subdivisions and eligible non-profit corporations. Inputs identifying information into system and routes to State Procurement Officer for action;

Reviews procurement documents such as invitations for bid, request for proposals, purchase orders, purchase order changes, purchase authorities and contract documents for corrections and clarity. Provides input to Procurement Officer. Prepares required bid addenda and ensures that computerized mailing lists of bidders are created;

Solicits quotations on assigned procurement actions by telephone and in written form, places confirming orders with suppliers. Documents basis of award on all transactions;

Attend and participate in pre bid conferences to assist Procurement Officers;

Initiates contract action through business letters and memos. Follow-up via telephone/letter on contract actions or on orders to expedite delivery to client agencies;

Prepares routine administrative reports as requested by management or procurement officers. As requested by procurement officers or in their absence, meet with suppliers and client agencies;

Maintain updated contract and requisition file/status information. Ensure contract files are complete, organized and accessible. Maintain supplier performance and bidding status;

Performs other work as required.

Knowledge and Abilities

Knowledge of: Business English (both oral and written).

Ability to: Utilize computer skills to work with existing automated procurement systems, learn procurement methods and procedures in accordance with statutes and policies; learn to interpret and analyze data; establish and maintain effective working relationship with suppliers, customers, fellow employees and the public.

Minimum Qualifications

AA degree in Business Administration or allied field.

Full-time purchasing experience in a centralized large scale procurement organization will substitute on a year-for-year basis.

New class: 3/15/73

Revised Definition, Distinguishing Characteristics, and Minimum Qualifications, title change (Formerly Buyer's Assistant), General revision: 7/12/96