



**CLASSIFICATION:** PROCUREMENT OFFICER II

**TITLE CODE:** V00237

**PAY RANGE:** 28

**POSITION SUMMARY:** This is senior-level professional work managing the procurement and fiscal activities within the Patrol's Supply Warehouse. An employee in this class is responsible for the procurement and allocation of expendable and non-expendable materials, supplies, equipment, and services for a state agency. General supervision is provided by the immediate supervisor to ensure conformance with established rules, policies, and 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.):

Coordinates and implements agency purchasing procedures; conducts training for agency staff involved in procurement to explain rules, regulations, and procedures; oversees compliance.

Receives, approves, and consolidates internal requisitions for supplies and equipment from the various units of the agency; contacts sources of supply to obtain physical specifications and price quotations; submits completed requisitions to the Division of Purchasing and Materials Management.

Establishes and/or assists the Division of Purchasing and Materials Management in establishing service contracts; consults with Division of Purchasing and Materials Management staff, program/facility staff, and vendors to clarify contract related issues; participates in bid evaluations; awards or recommends the awarding of service contracts.

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

Provides administrative staff with prices and related information as an aid in estimating budgetary requirements for procurement. Confers with staff regarding procurement and fiscal matters; assists in the preparation of specifications for supplies, equipment, and contracted services.

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

Conducts research to determine industry standards and price breaks, and to locate new, substitute, and hard-to-find products.

Supervises staff who are responsible for the preparation of requisitions and the maintenance of related records.

Assists with emergency preparedness and response to include logistical support for mass events.

Performs other related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the theory, principles, and practices of purchasing and fixed asset inventory management as it relates to state government.

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Thorough knowledge of SAM II Financial.

Thorough knowledge of Patrol and State policies and procedures dealing with inventory, purchasing, and fixed asset management.

Thorough knowledge of automated data processing systems and PC software.

Thorough knowledge of the basic principles and practices of supervision and management techniques.

Knowledge of protocols related to emergency preparedness and response.

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

Ability to direct and supervise professional and technical personnel engaged in a variety of activities (i.e., purchasing, fixed assets, supplies, printing, etc.).

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.):

One or more years of experience as a Procurement Officer II, or related experience.

OR

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

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**NECESSARY SPECIAL REQUIREMENTS:** Must complete the Patrol's supervisory course within one year of appointment as a Procurement Officer II.

**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.