

PROCUREMENT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the efficient, economical and timely procurement of materials, equipment, supplies and services. The work is carried out in accordance with established policies, procedures and state statutes. Work is performed under general supervision. A Procurement Specialist does related work as required.

TYPICAL WORK ACTIVITIES:

- Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
- Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Develops specifications based on requests for supplies, materials, services and equipment;
- Places bid advertising in accordance with law and analyzes bids to determine low bidder and conformance to specifications;
- Distributes bid specifications and schedules dates for bid openings;
- Makes recommendations as to the purchase of equipment, supplies and services based on the review and analysis of bids;
- Keeps abreast of current price trends, market conditions and new and improved items of supplies and services;
- Consults with users to assure correct vendor delivery of bid and non-bid items;
- Contacts vendors and sales representatives in order to expedite shipments and ensure that shipping dates are met;
- Interviews vendors and sales representatives to discuss product lines, quality levels and product availability;
- Establishes and maintains specification files and bidders lists;
- Administers contracts with vendors to ensure full compliance with the terms of the contract.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of governmental purchasing; working knowledge of current supply markets and trade conditions; working knowledge of business administration procedures; ability to readily acquire familiarity with laws, regulations and policies as they apply to procurement in the governmental sector; monitors receipt of provided products and services; ability to carry out complex oral and written instructions; integrity; resourcefulness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma; AND

A) Possession of at least an Associate Degree in Marketing, Accounting or Business Administration;

OR

B) Two (2) years of experience as a buyer, purchaser or other occupation, the primary responsibility of which must have been purchasing materials, supplies or equipment.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

CATTARAUGUS COUNTY CIVIL SERVICE

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