

PROCUREMENT SPECIALIST

DEFINITION

Under direction, performs the full range of activities associated with purchasing equipment, goods, and services for the organization; conducts inventories; receives and stores equipment and materials; operates a storeroom; performs related work as assigned.

CLASS CHARACTERISTICS

Procurement Specialist is the journey-level class in the Procurement Specialist series. Incumbents are responsible for various tasks associated with securing bids, negotiating with vendors and suppliers, analyzing price and cost, and ordering equipment, supplies, and services, as well as receiving, storing, and inventory control. They perform procurement activities that include the processing and verifying of purchasing transactions ranging from routine to moderately complex for varied materials, supplies, services, and equipment for the judicial branch. This class is distinguished from Senior Procurement Specialist in that the latter provides lead direction and work review to assigned staff and/or performs and coordinates complex and specialized procurement tasks.

EXAMPLES OF DUTIES (*illustrative only*)

- Identifies appropriate vendors for the purchase of equipment and supplies.
- Develops formal and informal bids and performs price/cost analysis, assessing the quality and suitability of suppliers, materials, and equipment.
- Prepares specifications for equipment, material, services, and supplies.
- Recommends alternate products, commodities, or methods when appropriate.
- Summarizes bid responses and prepares bid process documentation.
- Utilizes the appropriate contractual instrument for the award of bids based on type of procurement, ensuring all legal requirements are incorporated and enforced.
- Communicates with vendors and suppliers on availability of products, prices, and delivery dates.
- Secures bids and negotiates contract provisions including prices and schedules.
- Prepares purchase orders and supply orders for approval.
- Maintains and monitors order tracking systems and responds to inquiries concerning procurement orders.
- Verifies and processes invoices for payment.
- Maintains files and reconciles invoices and purchasing logs.
- Conducts inventory and maintains inventory control.
- Operates and/or maintains store- or stockroom.

- Acts as a liaison between the vendor and the customer to ensure timely, efficient, and responsive service.
- Makes arrangements for equipment or furniture removal, transfer, and repair.
- Prepares requests for quotes and proposals, checks bidder references, and coordinates contract-processing activities.
- Confers with staff to resolve issues with disputed invoices, delivery schedules, coordinates return or exchange of items, and negotiates acceptable substitutions.
- Compiles and maintains data for budget preparation.
- Gathers information regarding user satisfaction with various products.
- Drafts vendor correspondence and documents based on notes or data.
- Assists in the development and recommendation of procedures and processes to improve the efficiency and cost effectiveness of products and services supplied.

WORKING CONDITIONS

- With use of appropriate equipment, loads, transports and stores heavy equipment and supplies to various destinations.
- Must be available to work overtime and on weekends and holidays as necessary.

QUALIFICATIONS

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

Knowledge of:

- Principles, practices, methods, and techniques of public agency purchasing.
- Equipment, goods, and services pertinent to area of assignment.
- Techniques and practices of purchasing, receiving, and inventory control.
- Basic cost/benefit evaluation methods.
- Bid process and negotiation techniques.
- Procedures and practices for conducting product research.
- Stock- or storeroom organization and operations.
- Basic budgeting techniques.
- Record keeping practices and procedures related to a purchasing function.
- Principles and practices of sound business communication.
- Basic safety principles, practices, and equipment related to the work.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets and financial-based software (e.g., Oracle or SAP).

Ability to:

- Evaluate alternatives and develop sound conclusions and recommendations.
- Effectively negotiate the best terms for the purchase of equipment, goods, and services.
- Conduct product research and conduct cost/benefit evaluations.
- Determine whether incoming equipment materials and supplies meet specifications.
- Gather and summarize purchasing information for budget reports.

- Organize own work, set priorities, and meet critical deadlines.
- Organize, research, and maintain records and files.
- Understand, interpret, explain, and apply state law and regulation governing purchasing procedures.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Present proposals and recommended course of action clearly and logically.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Lift materials weighing up to 60 lbs.
- Transport materials weighing 60 lbs. or more with the aid of appropriate equipment.

Licenses and Certificates:

A valid California driver license.

Education and Experience:

Equivalent to a Bachelor's degree with major course work in business administration, finance, or a related field and three years of experience in procurement related activities including the procurement of supplies, materials, services, and equipment.

Additional qualifying experience may be substituted for education on a year-for-year basis.