

Class Concept

Position is charged with the leadership and management of all Purchasing Agent levels within the Services Procurement section of the Purchasing and Logistics department associated with IT, Law Enforcement and Medical procurement of goods and services. Position evaluates service contracts and procurement of commodities to ensure and enforce compliance with state laws and policies and ensure proper allocation of funds for purchases. Position answers elevated complex and/or technical questions from staff and make recommendations to management. Extensive technical and operational research must be conducted or directed by this position in order to develop and negotiate the most advantageous, cost effective and binding contracts possible; with some service contracts being unique requiring extensive development and modification. Position settles vendor disputes and answer inquiries. Position will also set goals, direct, monitor, develop SOP's, evaluate work of staff and stay abreast of industry trends.

Recruitment Standards

Knowledge, Skills, and Abilities

- Position requires thorough technical knowledge of state and departmental purchasing laws, procedures and policies.
- Ability to communicate to a broad variety of stakeholders, such as, vendors, agencies, and management and relay technical, complex information to the sophistication of the audience in a variety of formats.
- Ability to develop plans to accomplish work operations, objectives, goals and utilize resources in an efficient manner.
- Ability to provide employees with the knowledge, skills, training and abilities to accomplish work and provide career development opportunities.
- Ability to establish work rules and acceptable levels of quality and quantity of work; reviews work and measures performance of others, and develops individuals' competencies.
- Ability to develop and maintain effective relationships with others in order to encourage and support communication and teamwork.
- Ability to recommend or take action in such personnel matters as selection, appointment, promotion, dismissal and other personnel policies. Ability to resolve employee problems and grievances through formal or informal discussions and procedures.

Minimum Education and Experience

Bachelor's degree, preferably with a major in business or hospital administration, from an appropriately accredited institution and four years of broad administrative experience in personnel, budgeting, accounting, and purchasing; or a combination thereof, involving participation in the planning and management of a business or government program; or an equivalent combination of training and experience.