

Class Concept

Work in this class involves responsibility for processing requisitions, purchase orders, and competitive bids for general and specialized commodity areas such as equipment, material and supplies.

Work in this classification involves preparing less complex commodity and simple service procurements under the department's delegation. Positions handle commodity procurement; prepare Request for Information, Request for Quote, and Request for Proposal and purchase from State Term Contract etc. Employees confer with end users and vendors to obtain product information, such as price availability, and delivery schedule for equipment, material and supplies. Employees may assist in specification development and bid evaluations. Position requires communication with clients in the development of projects, planning or procurements and scheduling of procurement activities. Reviews requisitions below the formal bid threshold and determines appropriate supply source in adherence to procurement-related statutes, administrative codes and Purchasing Manual.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of general procurement and purchasing procedures and regulations of the State of North Carolina.
- Working knowledge of the economics, market condition and methods of transportation, procurement and supply management.
- Ability to communicate in verbal and written form.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution, or

Associates Degree in Business or related field of study from an appropriately accredited institution and two years of procurement experience, or equivalent combination of education and experience.

Necessary Special Requirements

Completion of the North Carolina Procurement Manual Training Program within one year of hire.