

Class Concept

Positions in this classification perform procurement of highly specialized and/or technical commodities. Duties include the review of authorized requisitions, determination of appropriate acquisition procedure (quote, bid, forward to State Purchase and Contract or IT Procurement) based on nature of requisitioned item and dollar amounts; issuance of purchase orders and coordination of execution of purchase agreements.

Work in this classification involves preparation of complex, higher risk, commodity, material, and equipment procurements and less complex, lower risk service procurements. Responsibilities include conducting bid evaluations, requests for waivers, i.e. waiver of competition, special delegation, etc. Work includes the preparation of notice of award and negotiations of contract cost and price adjustments.

Employees coordinate with officials and end users to determine purchasing needs and legal requirements, advising on current technologies, procurement methodologies, sourcing strategies, and best practices. Position investigates and resolves complaints from departments about products or equipment defects and from vendors regarding bid protests and contract awards.

Work includes analyzing quotes or bids received to determine bidders' responsiveness to requirements. Positions in this class also coordinate selection activities and recommend award. For formally advertised contracts conduct site visits/pre-bid conference, public bid openings, and/or performance meetings. Analyze and negotiate change order requests, (price escalation / de-escalation, change in scope, timelines, etc.) and process any subsequent change order.

Employees contribute to established goals for cost reduction and process improvements, lead the execution of the strategic sourcing methodology for requisitions above the formal bid threshold, collaborating with State Procurement and end-users as required / appropriate. Support end-users during requisition process; coordinate and participate as needed with end user(s) in vendor meetings to ensure contract compliance. Works through multiple tasks simultaneously, manage time efficiently, and work with minimal supervision.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of procurement and purchasing procedures and regulations of the State of North Carolina.
- Considerable 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 and two years of procurement experience, or equivalent combination of education and experience.

Prefer Professional Certifications from ISM, NIGP, or NACM.

Necessary Special Requirements

Completion of the North Carolina Procurement Manual Training Program and North Carolina Contract training program within one year of hire.