## Class Concept

Incumbents typically report to a State Procurement Manager within the State Division of Purchase and Contract. Work involves the preparation, evaluation, and administration of state contracts and individual bids for a major group of commodities characterized by average technical and administrative complexity. Work involves the procurement of a group of assigned commodities and services for state agencies, institutions, and participating governmental operations under compliance with North Carolina statutes and the rules and regulations of the Division of Purchase and Contract. Work involves writing specifications for invitations for bids; evaluating bids and recommending award to vendors; establishing and maintaining contracts; resolving contract disputes; monitoring vendor performance; interpreting laws and policies to agency personnel and vendors; and conducting market research to stay abreast of changes in technology, source of supply, cost, and quality. Work is performed under the supervision of a State Procurement Manager and is reviewed through conferences, reports, and completed work assignments.

## Recruitment Standards

### Knowledge, Skills, and Abilities

- Working knowledge of procurement and purchasing procedures and regulations of the State of North Carolina.
- Ability to develop procurement strategies.
- Ability to perform solid negotiations.
- 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 one year of procurement experience with professional certification from ISM, NIGP, or NACM; or equivalent combination of education and experience.

### Necessary Special Qualification

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

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.