

Class Concept

Positions in this class act as experts in the review and analysis of specialized procurement issues. Positions may perform compliance reviews of the procurement activities of state agencies, including highly complex and diverse privatized services. Work includes consulting with the agency management staff in budget planning, obtaining contract services, technical consulting services, training, guidance, and recommendations for improving procurement operations, while ensuring fiscal responsibility. The position directs and supervises the operation of a staff of professionals in specialized purchasing areas and support personnel. All work is accomplished within the strict limitations of authority specified by statute and by State Division of Purchase and Contract policy and procedure.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge in general procurement and purchasing procedures and regulations of the State of North Carolina.
- Thorough knowledge of technology included automated procurement systems, e-commerce, e-procurement, and material management-related operations.
- Thorough knowledge of economics, market conditions, procurement and supply management.
- Ability to evaluate and analyze bids, coordinate selection activities and recommend award.
- Ability to exhibit strong strategic thinking capability with a high level of negotiation skills.
- Ability to perform risk analysis and recommend action to minimize risk.
- Ability to manage supplier performance and cost objectives.
- Ability to supervise procurement specialist staff and serves as mentor/coach to procurement staff as needed.
- Ability to investigate and resolve complaints from departments about products or equipment defects and from vendor regarding bid protest and contract awards
- Ability to perform cost and price analysis of commodities, services and equipment. Identifies total cost of ownership and/or life cycle cost analysis.
- Ability to lead the execution of the strategic sourcing methodology for high-value, complex requisitions, collaborating with State Procurement and end-users as required/ appropriate.
- Ability to apply sound business judgment and work in a deadline-oriented environment.
- Ability to develop of procurement strategies
- Identifies sources of supply, usually assist in specification development and bid evaluation.
- Possess solid negotiations and proven leadership skills.

Minimum Education and Experience

Bachelor's degree in business from an appropriately accredited institution and five years of progressive procurement experience, one year of which must be of a supervisory nature; or an equivalent combination of education and experience.

Necessary Special Requirements

Completion of the North Carolina Contract Management Certification Program within one year of hire into the position.