

### Class Concept

The Procurement Specialist III position involves responsibility for assisting in the management of the procurement function for all equipment, materials and supplies. This position exercises considerable initiative and independent judgment and must work effectively with internal and external individuals. This position independently develops and prepares specifications, drafts and manages contracts, and conducts negotiations, as required for a range of solicitations and agreements, including professional services, materials and equipment contracts. Assists departments in the development and evaluation of solicitations. Facilitates contract management functions with internal and external departments.

Establishes strong working relationships with customer and internal project teams.

Work in this classification involves preparation of complex, high risk, and highly strategic commodity, material, and/or highly specialized equipment procurements and higher risk more complex service procurements. Positions facilitate contract management functions with internal and external departments. Establishes strong working relationships with customers and project teams. Evaluate and analyze bid; coordinate selection activities and recommend award. Identifies sources of supply, usually assist in specification development and bid evaluation. Positions will perform risk analysis and recommend action to minimize risk. Will lead the execution of the strategic sourcing methodology for high-value, complex requisitions, collaborating with State Procurement and end-users as required.

Employees in this classification manage supplier performance and cost objectives. Employees may be required to supervise procurement specialist staff and will serve as mentor/coach to procurement staff as needed. Will investigate and resolve complaints from departments about products or equipment defects and from vendor regarding bid protest and contract awards. Will perform cost and price analysis of commodities, services, and equipment. Responsible for identifying total cost of ownership and/or life cycle cost analysis.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Extensive knowledge of procurement and purchasing procedures and regulations of the State of North Carolina.
- Ability to develop procurement strategies.
- Exhibit strong strategic thinking capability with a high level of negotiation skills. 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 three years of procurement experience; or 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.

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