

Class Concept

Incumbents typically report to a State Procurement Manager or State Procurement Director within the State Division of Purchase and Contract. Positions in this class lead or manage a team or unit within the State Purchase and Contract Division. Positions in this class typically report to the Deputy State Purchase and Contract Director. Work includes establishing statewide contracts, developing strategic sourcing strategies, consulting with the agency management staff, and providing guidance and recommendations for improving procurement operations, while ensuring fiscal responsibility. The position directs and supervises a staff of professionals and support personnel in specialized procurement areas. 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 state and federal laws and regulations applicable to the area of employment.
- Thorough knowledge of technology included automated procurement systems, e-commerce, a-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 four years of progressive procurement experience, one year of which must be of a supervisory nature; or an equivalent combination of education and experience.

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

Necessary Special Requirements

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