Class Concept

Incumbents typically report to a State Procurement Manager or the State Procurement Director within the State Division of Purchase and Contract. Work involves the preparation, evaluation, and administration of very complex procurement agreements involving commodities characterized by high 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 general supervision of a State Procurement Manager or the State Procurement Director and is reviewed through conferences, reports, and completed work assignments.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough 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 andsupply 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.

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