

# PURCHASING SPECIALIST

Schematic Code 10100 (31000057)

## I. DESCRIPTION OF WORK

Positions in this banded class are responsible for procurement activities within a State agency, university, or large institution. Work involves managing all procedural aspects of purchasing activities within State and Federal laws, North Carolina Division of Purchase and Contract rules and regulations, agency/university policy and procedures. Work involves regular communication with internal and external customers and clients. Work may involve negotiation between parties, verification of availability of funds, advising management on proper allocation of funds, and input into budget development. Work may involve the oversight of warehousing, receiving, surplus functions, and other auxiliary functions.

## II. ROLE DESCRIPTIONS BY COMPETENCY LEVEL

Contributing	Journey	Advanced
<p>Positions at this level are responsible for procurement activities in the area of assignment. Work involves performance and execution of all procedural aspects of purchasing activities. Positions resolve technical problems independently and maintain frequent contact with program managers, vendors, and the North Carolina Division of Purchasing and Contract staff. Work may include limited analysis of material usage to determine appropriate inventory levels and reorder points.</p>	<p>Positions at this level are responsible for managing procurement activities in the area of assignment, characterized by moderate scope and complexity. Administrative aspects of work may involve verification of availability of funds, advising management on proper allocation of funds, guiding departmental personnel in defining their scope of material or work, and input into budget development. In large institutions, positions may be responsible for certain procurement activities for departments or other entities and/or agencies. Work may include leading and/or supervising lower level staff.</p>	<p>Positions at this level may serve as a subject matter expert in an area of moderate scope and complexity or as a supervisor, project manager or team lead in a variety of purchasing activities. Work involves managing, or assisting in the management, of all procedural aspects of purchasing activities. Positions are significantly involved in the development of internal operating policies.</p>

**III. COMPETENCIES**

Competency	Definition
<b>Knowledge - Professional</b>	Possession of professional skill and/or knowledge of large scale purchasing, laws, policies, regulations, practices and purchasing methods and procedures, General knowledge of accounting principles and methods in relation to purchasing. Knowledge of applicable sources, prices, market factors, and product characteristics of the assigned commodities and/or services.
<b>Coordination of Work Flow</b>	Ability to determine and execute work flow for purchasing process, collect and review purchasing information, and monitors and apply procedures. Ability to determine and execute final purchasing decision. Ability to prepare and maintain records.
<b>Negotiation</b>	Ability to confer with others to reach resolution. Ability to explore alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
<b>Customer Service/Communication</b>	Ability to develop and maintain strong relationships with departmental personnel, vendors and other customers/clients both orally and in writing. Ability to manage negotiations between vendors and internal customers/clients. Ability to support and encourage improved customer service behavior. Ability to attend training sessions, hold meetings and inform customers of new procedures and contract changes. Ability to provide input to improve communications with customers.
<b>Managing Work and Performance</b>	Ability to assign work and establishes work rules and acceptable levels of quality and quantity of work. Ability to review work and evaluate performance of others and to develop individuals' competencies.

Note: Not all competencies apply to every position/employee; evaluate only those that apply. Competency statements are progressive. For positions with some supervision consider the highest level of professional work performed.

**IV. COMPETENCY STATEMENTS BY LEVEL**

**Knowledge - Professional**

Possession of professional skill and/or knowledge of large scale purchasing, laws, policies, regulations, practices and purchasing methods and procedures, General knowledge of accounting principles and methods in relation to purchasing. Knowledge of applicable sources, prices, market factors, and product characteristics of the assigned commodities and/or services.

Contributing	Journey	Advanced
<p>Basic working knowledge of state and federal procurement laws, contract law, purchasing practices, and quality of goods/commodities and/or services being purchased.</p> <p>Basic working knowledge of accounting principles and methods in relation to purchasing needs.</p> <p>Knowledge sufficient to implement established rules and regulations; reviews work for compliance to standards, and may propose procedural changes and/or policy revisions.</p> <p>Knowledge to utilize information technologies to meet work needs.</p>	<p>Thorough knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services being purchased. Ability to stay abreast of changes in purchasing methods and practices.</p> <p>Thorough knowledge of accounting principles and methods of contracting in relation to purchasing needs.</p> <p>Knowledge sufficient to interpret established rules and regulations and review work for compliance to standards. Knowledge to propose procedural changes and policy revisions for approval.</p> <p>Knowledge to access/query information technology to facilitate program goals and procedures.</p>	<p>Expert knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services or being purchased.</p> <p>Expert knowledge in the review and analysis of specialized procurement issues.</p> <p>Expert knowledge of the specialized subject area and related procurement laws and regulations. Knowledge to analyze rules and regulations and standards and develop and recommend procedural and policy changes.</p> <p>Expert knowledge of technology to respond to unusual IT situations.</p>

**Coordination of Work Flow**

Ability to determine and execute work flow for purchasing process, collect and review purchasing information, and monitors and apply procedures. Ability to determine and execute final purchasing decision. Ability to prepare and maintain records.

Contributing	Journey	Advanced
<p>Ability to apply and interpret established rules and regulations to review routine request for accuracy and thoroughness.</p> <p>Ability to determine and execute application of the proper procurement methods and procedures for routine purchases.</p> <p>Ability to prepare and maintain records of some complexity.</p>	<p>Ability to independently administer and review work for compliance of moderate complexity and/or scope.</p> <p>Ability to execute work of moderate complexity and/or scope. Ability to analyze and determine appropriate purchasing methods and/or alternative course of action.</p> <p>Ability to maintain complex records to prepare reports and tabulations.</p>	<p>Ability to administer, review, and enforce work of significant complexity and/or scope.</p> <p>Ability to execute work of significant complexity and/or scope and act as a final authority.</p> <p>Ability to prepare and maintain complex records to prepare reports and tabulations from these records.</p>

**Negotiation**

Ability to confer with others to reach resolution. Ability to explore alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

Contributing	Journey	Advanced
<p>Ability to identify issues for routine purchasing actions and assess position of each party. May require the ability to explore and recommend alternatives, with oversight.</p>	<p>Ability to independently identify issues of moderate complexity and/or scope, assess position of each party, and explore alternatives and facilitate resolution.</p>	<p>Ability to identify issues of significant complexity and/or scope. Ability to assess position of each party, explore and develop creative alternatives, and facilitate and implement resolution.</p>

**Customer Service/Communication**

Ability to develop and maintain strong relationships with departmental personnel, vendors and other customers/clients both orally and in writing. Ability to manage negotiations between vendors and internal customers/clients. Ability to support and encourage improved customer service behavior. Ability to attend training sessions, hold meetings and inform customers of new procedures and contract changes. Ability to provide input to improve communications with customers.

Contributing	Journey	Advanced
Ability to establish, develop and maintain relationships with departmental personnel, vendors and other customers/clients. Ability to respond to routine/basic requests.	Ability to develop and maintain strong relationships with departmental personnel, vendors and other customers/clients. Ability to utilize appropriate method of communication to convey pertinent information.	Ability to create networking opportunities for building better working relationships. Ability to develop creative approaches to convey information.

**Managing Work and Performance**

Ability to assign work and establishes work rules and acceptable levels of quality and quantity of work. Ability to review work and evaluate performance of others and to develop individuals' competencies.

Contributing	Journey	Advanced
Ability to execute policies and procedures of area of assignment.	May require the ability to supervise and ensure that policies and procedures are communicated. May require the ability to participate in training and the development of individual competencies, instructions, and performance evaluations.	Ability to ensure that policies and procedures are communicated. Ability to provide training and instruction as needed to develop individual competencies.

**V. MINIMUM TRAINING & EXPERIENCE**

Bachelor's degree; or Associate's degree and two years of related experience; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.