

Class Concept

Positions in this class are responsible for planning and directing the procurement activities for a state department or university. Positions are responsible for establishing agency policy and procedure for purchasing and inventory management. Work includes consulting with the agency management staff in budget planning, obtaining contract services, and other functions, while ensuring fiscal responsibility. The employee directs and supervises the operation of a large 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 economics, market conditions, procurement and supply management.
- Ability to develop of procurement strategies.
- Ability to evaluate and analyze bids, coordinate selection activities and recommend award.
- Identifies sources of supply, usually assist in specification development and bid evaluation.
- 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.
- Possess solid negotiations and proven leadership skills.

Minimum Education and Experience

Bachelor's degree in Business from an appropriately accredited and six years of progressive procurement experience, two years 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.