

SENIOR PROCUREMENT SPECIALIST

DEFINITION

Under direction, provides lead direction and work review to assigned staff, serves as a consultant, and/or performs and coordinates specialized work in business services. Performs related work as assigned.

CLASS CHARACTERISTICS

Senior Procurement Specialist is the lead and/or specialist level in the Procurement Specialist series. Incumbents may serve in a lead capacity and direct the work of assigned staff, working independently and dealing with the most complex and/or sensitive projects. This class is distinguished from the Supervising Procurement Specialist in that the latter is responsible for supervising purchasing staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Identifies appropriate vendors for the purchase of equipment and supplies.
- Develops formal and informal bids and performs price/cost analysis, assessing the quality and suitability of suppliers, materials, and equipment.
- Prepares specifications for equipment, material, services, and supplies.
- Recommends alternate products, commodities, or methods when appropriate.
- Summarizes bid responses and prepares bid process documentation.
- Utilizes the appropriate contractual instrument for the award of bids based on type of procurement, ensuring all legal requirements are incorporated and enforced.
- Communicates with vendors and suppliers on availability of products, prices, and delivery dates.
- Secures bids and negotiates contract provisions including prices and schedules.
- Prepares purchase orders and supply orders for approval.
- Maintains and monitors order tracking systems and responds to inquiries concerning procurement orders.
- Verifies and processes invoices for payment.
- Maintains files and reconciles invoices and purchasing logs.
- Conducts inventory and maintains inventory control.

- Operates and/or maintains store- or stockroom.
- Acts as a liaison between the vendor and the customer to ensure timely, efficient, and responsive service.
- Makes arrangements for equipment or furniture removal, transfer, and repair.
- Prepares requests for quotes and proposals, checks bidder references, and coordinates contract-processing activities.
- Confers with staff to resolve issues with disputed invoices, delivery schedules, coordinates return or exchange of items, and negotiates acceptable substitutions.
- Compiles and maintains data for budget preparation.
- Gathers information regarding user satisfaction with various products.
- Drafts vendor correspondence and documents based on notes or data.
- Assists in the development and recommendation of procedures and processes to improve the efficiency and cost effectiveness of products and services supplied.

WORKING CONDITIONS

- With use of appropriate equipment, loads, transports and stores heavy equipment and supplies to various destinations.
- Must be available to work overtime and on weekends and holidays as necessary.

QUALIFICATIONS

The level and scope of the knowledge and abilities listed below relate to the duties as defined in Class Characteristics.

Knowledge of:

- Basic supervisory principles and practices.
- Basic principles of budgeting, cost analysis, fiscal management, and financial analysis.
- Problem-solving and conflict resolution methods and techniques.
- Principles, practices, methods, and techniques of public agency purchasing.
- Equipment, goods, and services pertinent to area of assignment.
- Techniques and practices of purchasing, receiving, and inventory control.
- Basic cost/benefit evaluation methods.
- Bid process and negotiation techniques.
- Procedures and practices for conducting product research.
- Stock- or storeroom organization and operations.
- Basic budgeting techniques.
- Record keeping practices and procedures related to a purchasing function.
- Principles and practices of sound business communication.
- Basic safety principles, practices, and equipment related to the work.
- The operation of personal computers and the use of specified computer applications, such as word processing and spreadsheets and financial-based software (e.g., Oracle or SAP).

Ability to:

- Plan, direct, and review the work of others on a project or day-to-day basis.
- Use initiative and independent judgment within established procedural guidelines.
- Evaluate alternatives and develop sound conclusions and recommendations.
- Effectively negotiate the best terms for the purchase of equipment, goods, and services.
- Conduct product research and conduct cost/benefit evaluations.
- Determine whether incoming equipment materials and supplies meet specifications.
- Gather and summarize purchasing information for budget reports.
- Organize own work, set priorities, and meet critical deadlines.
- Organize, research, and maintain records and files.
- Understand, interpret, explain, and apply state law and regulation governing purchasing procedures.
- Operate personal computers and use specified computer applications, such as word processing and spreadsheets.
- Present proposals and recommended course of action clearly and logically.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Lift materials weighing up to 60 lbs.
- Transport materials weighing 60 lbs. or more with the aid of appropriate equipment.

Licenses and Certificates:

A valid California driver license.

Education and Experience:

Equivalent to a Bachelor's degree with major course work in business administration, finance or a related field and five years of experience in procurement of a variety of supplies, materials, services, and equipment, including one year of lead experience for those positions identified as lead.

Additional qualifying experience may be substituted for education on a year-for-year basis (except for the one year of lead experience).

OR

Two years as a Procurement Specialist with the judicial branch.