

**Class Code: 1234**  
**Effective: 4/13/10**  
**Reviewed: 02/17/16**

## **DEPARTMENTAL PROCUREMENT OFFICER**

### **PURPOSE AND NATURE OF WORK:**

Applies a technical knowledge of a department's materials and methods of business, its plants and equipment, raw material requirements, labor and services contracts, use of consultants and related, to perform all purchasing and procurement tasks under complex government regulations. Reports to the Purchasing and Property Manager, may be assisted by clerical and purchasing staff, but has no formal supervisory responsibilities.

**ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)**

Receives assessment of need from managers, engineers, consultants, plant operators, technicians, or maintenance personnel. Prepares / reviews requisitions for compliance with regulations, statutes, policies and procedures. Obtains information regarding possible sources and vendors, expected prices, and availability. Evaluates products, materials and services. Maintains continuous contact with vendors, managers of receiving department, and Purchasing and Property Manager. Assures timely corrections, additional information, communications, vendor and division compliance with regulations, insurance or licensing requirements. Notes and prepares response to potential problems in specifications, availability, substitutions, and related. With technical experts, visits sites where equipment, supplies and materials are stored, shipped, and delivered and makes inspections and verifications. Confirms budget accounts and issues Direct pay Requisitions according to purchasing regulations. Tracks performance of vendors and contractors, and keeps supervisors and management informed. Monitors and administers contracts for labor, services, supplies and materials, and processes payments as required. May be required to work overtime, nights, weekends and during emergencies or natural disasters to obtain parts / supplies for repair and replacement of damaged plant and equipment. Performs related work as required.

### **NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS**

Considerable knowledge of plant, equipment, materials and technology, used in department to be served.  
Thorough knowledge of sources of supply, prices, trends in availability and pricing in area of assignment.  
Knowledge of LCG purchasing policies, state laws affecting public purchasing.  
Skill with standard office personal computer applications.  
Ability to research, understand and interpret state statutes, ordinances, policies and procedures.  
Ability to diligently follow through with all aspects of purchasing process, keep accurate records, quickly and efficiently correct any problems encountered.  
Ability to use independent judgment to initiate and follow through on all aspects of the procurement process.  
Ability to form and maintain productive working relationships with vendors, management, elected officials, employees and general public.

### **DESIRABLE TRAINING AND EXPERIENCE**

Baccalaureate degree in field related to the business of the department to be served, supplemented by considerable prior working experience yielding knowledge of the materials and equipment used by the respective department, as well as of standard purchasing methods.