



PROCUREMENT AND CONTRACT ASSISTANT

0435

GENERAL DESCRIPTION OF CLASS

The PROCUREMENT AND CONTRACT ASSISTANT purchases supplies, products and services using standard purchasing and contract methods. Positions also work as technical administrative support within procurement, contract or property units by assisting higher-level specialists, supporting administrative systems or gathering and processing information in support of contracts and agreements. Employees also assist in gathering information used to assemble contracts or agreements.

DISTINGUISHING FEATURES

This is the first level of a four level series. It is also the technical support level. Employees do routine and standardized purchasing, contracting or agreement work. Employees choose from among a few clearly recognizable alternatives such as selecting from among standard items based on price or assisting with contracting processes following clearly defined guidelines. Decisions and responses differ in such things as the source of information, choice of standard practices or other factual information.

The repetitive and routine nature of purchasing or contract tasks, such as preparing purchase orders and purchasing through established contracts, or following specific guidelines to assemble routine agreements or supplemental documentation distinguishes this class from the higher levels.

DUTIES AND RESPONSIBILITIES

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

1. Procurement Support

Review purchase requests and process according to state and agency rules, policies and procedures. Locate sources of supplies and services. Compare cost, quality and availability of products and services. Identify the most economical order quantity and means of delivery. Evaluate products or services and select source. Apply purchasing guidelines and procedures to select the proper purchasing method. Prepare purchase orders. Obtain limited vendor quotations, review results and award purchase. Identify and recommend products available through existing state procurement contracts. Verify the delivery of products or services according to specifications and terms of contract. Coordinate returns and credits.

Gather information on products and services such as order quantities, cost, availability, alternate products, samples, lead delivery time, and cost and usage trends. Review and gather information from vendors on product changes and new products. Respond to questions or delivery problems from staff and vendors. Solve shipping, receiving and billing discrepancies. Expedite orders, reschedule deliveries, cancel and reorder supplies and products

2. Contracting Support

Coordinate, organize and participate in committees that develop technical and contractual requirements, bid specifications and evaluation criteria. Prepare statistical reports and correspondence. Assist in the preparation of materials that explain contracting and agreement

procedures. Verify proper documentation to process contracts and agreements. Initiate documents to amend agreements. Assist staff with preparing for bid openings and contract award by gathering and organizing documents. Explain regulations, administrative rules and specifications. Tabulate statistics and numbers. Assist with proposal reviews by coordinating and scheduling meetings, and obtaining needed documents. Research previous agreements, leases, current procedures and regulations. Gather information to help prepare draft contracts or agreements. Maintain electronic databases and files used to track leasing or contract activity. Process approved payments to contractors.

RELATIONSHIPS WITH OTHERS

The Procurement and Contract Assistant has regular telephone, written, electronic and personal contact with vendors to place purchase orders, receive competitive quotations, and solve related problems. They have regular contact with agency employees to discuss purchasing or contracting needs and explain requirements, and with other members of the procurement and contract staff to share information and coordinate activities. Employees working in agreement units regularly contact representatives from local government, the public and contractors to coordinate activities, request information and assist in processing contracts or agreements.

SUPERVISION RECEIVED

The Procurement and Contract Assistant works under the close supervision of higher-level professional staff or supervisor who reviews work in progress to give direction on work methods and priorities. Work is frequently reviewed for accuracy and adherence to standards and guidelines. When questions arise, a higher-level staff person provides guidance. The Procurement and Contract Assistant follows standardized and readily available procedures to complete work assignments.

KNOWLEDGE AND SKILLS (KS)**Basic knowledge of:**

Purchasing, contract or agreement processes and methods typical to diverse organizations.
Methods of arithmetic such as addition, subtraction, multiplication, division and calculating percentages.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Administrative and clerical procedures and systems such as word processing and data storage systems, filing and records management systems, and typical office procedures and terminology.
Methods of moving goods by air, rail, or road including their relative cost, advantages and limitations.

Skill to:

Listen to what other people are saying and ask questions to gather information.
Use logic and analysis to identify the strengths and weaknesses of different approaches.
Weigh the relative costs and benefits of a potential action.
Find and identify essential information.
Manage and prioritize one's time to efficiently complete tasks.
Observe, receive and otherwise obtain information from all relevant sources.
Evaluate information against a set of standards and verify that it is correct.
Talk to others effectively to convey information.
Enter, record, store and maintain information in written and electronic formats.
Produce electronic reports of tabulated data.
Process paperwork and do day-to-day administrative tasks.
Develop constructive and cooperative working relationships with others.
Communicate information and ideas in writing so others can understand.
Add, subtract, multiply, divide or compute percentages quickly and accurately.
Tell when something is wrong or is likely to go wrong.
Identify facts by breaking down information or data into separate parts.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

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Revised

STATE OF OREGON
 Dept. of Administrative Services
 Human Resource Services Division