



PROCUREMENT AND CONTRACT SPECIALIST 1

0436

GENERAL DESCRIPTION OF CLASS

The PROCUREMENT AND CONTRACT SPECIALIST 1 uses a range of purchasing and contracting methods to procure products and services, or prepare and track contracts or agreements. They apply the contracting process from beginning to end, and do post award contract administration. Employees use different and unrelated contracting, agreement or procurement processes in a relatively controlled work situation. They purchase repetitive items from well-established price agreements. Suppliers are generally available. Contract development includes the use of standard clauses, previously prepared model agreements or routine supplemental stipulations.

DISTINGUISHING FEATURES

This is the second level of a four level series. It is also the first professional level. Employees use analysis and must select the appropriate techniques and procedures. Work requires the employee to identify the interrelationships that affect the procurement such as availability of funds, discount rate, transportation charges or previous performance of suppliers; or identify the interrelationships of different agreement provisions and their effect to project completion.

The responsibility to regularly develop bids, including the terms, conditions, and procurement specifications; or write standard contracts or agreements that follow models or templates distinguish this class from the lower level.

The absence of responsibility to independently develop agreements, contracts and complex or extensive bids and proposals distinguishes this class from the higher level. It is further distinguished for procurement positions by the less comprehensive product analysis required and a lower delegated spending authority.

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, Contract or Agreement Processing

Review purchase requests and work with staff to clarify requirements and develop specifications. Recommend solicitation method such as requests for quotations, invitations to bid or requests for proposals. Identify terms, conditions or requirements to apply. Write and administer bids or proposals, and recommend or make quotation awards. Recommend contract awards. Locate sources of supplies, products and services and advise staff on availability, costs, and trends. Compare things such as products, services, quality, availability, shipping, and make purchase recommendations. Prepare and release purchase orders and documents. Keep records and required documentation of transactions.

Interpret related rules and policies and advise agency staff on correct methods and processes. Review contracts and agreements for compliance with requirements, regulations and specifications. Help train agency personnel on contract or agreement processes. Prepare standard contracts and agreements. Collect data and calculate cost benefit ratios. Compile statistics and estimates to use in

preparing reports. Coordinate schedules, arrange for and participate in public meetings. Research previous contracts and agreements.

2. Contract or Agreement Administration

Update and monitor databases that track contracts and agreements. Verify adherence to contract or agreement terms and conditions. Identify potential problems or conflicts and solve or recommend solutions. Answer questions or find information for agency staff, the public, contractors and vendors. Investigate and resolve problems of contract performance. Find solution to shipping, receiving and billing discrepancies or payment disagreements with users, vendors, local government representatives or contractors. Approve price changes and decide to cancel, bid again or renew contracts. Negotiate returns and credits, expedite orders, reschedule deliveries and cancel or renegotiate orders. Write contract amendments due to changes in project scope or to solve contractor or construction problems.

RELATIONSHIPS WITH OTHERS

The Procurement and Contract Specialist 1 has regular telephone, written and in-person contact with the Central Purchasing Agency to process bids and proposals. They have regular contact with vendors to place purchase orders, receive competitive quotations, solicit bids, and resolve related problems. They also regularly contact agency employees to advise them about procurement and contract procedures and define agreement requirements. Employees regularly contact other agency staff, contractors and the public to gather data and obtain information, solve problems, share information and coordinate activities. The Procurement and Contract Specialist 1 has occasional contact with the Attorney General's Office to get advice on the interpretation of regulations or to clarify issues about contract or agreement provisions and format changes.

SUPERVISION RECEIVED

The Procurement and Contract Specialist 1 works under general supervision of a supervisor who reviews work in progress to advise and give direction on work methods and policy interpretation. Typically, work is reviewed through periodic review of bids, contracts, agreements and related assignments and regular conferences to clarify interpretations, review progress and discuss problems.

Work is guided by established state and federal regulations, policies and procedures that require interpretation. Interpretation may change because of varying situations. Work requires the discretion to decide the appropriate procedure or process.

KNOWLEDGE AND SKILLS (KS)**All Positions Require****General knowledge of:**

Methods and principles of numbers, their operations and interrelationships including arithmetic, algebra and statistics.
Structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
Methods of computer operation including software applications used to process, store and tabulate information or data.

Basic knowledge of:

Principles and methods of governmental contracting.
Principles and processes in business and organizational planning, coordination and execution such as resource allocation, production methods.
Economic and accounting practices and the analysis and reporting of financial data.
Techniques used to negotiate or gain agreement with others.
Communications and dissemination techniques including alternative ways to inform others via written, oral, electronic and visual media.

Skill to:

Use logic and analysis to identify the strengths and weaknesses of different available options.
Weigh the relative risks, costs and benefits of a potential action.
Research and identify essential information.
Manage and prioritize one's time to efficiently complete tasks and manage multiple projects simultaneously.
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, listen to what others say and ask pertinent questions to gather needed 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.
Accurately add, subtract, multiply, divide, compute percentages and analyze statistical data.
Identify when something is wrong or is likely to go wrong.
Identify facts by breaking down information or data into separate parts.
Effectively organize, lead and participate in meetings.
Operate a computer to enter, update, correct, generate, research, and retrieve information; and write correspondence and memorandum.

Some Positions Require**Basic knowledge of:**

Methods of general buying operations, marketing strategies and sales control systems.
Methods of moving goods by air, rail, or road including their relative cost, advantages and limitations.
Methods of cost and price analysis, vendor relations.

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