

The qualifying information found in this document is for the following agencies use during the pilot of iMatchSkills® State Recruitment System (iMS SRS) – Dept. of Administrative Services, Dept. of Consumer and Business Services, Dept. of Human Services, Dept. of Fish & Wildlife and the Employment Dept.

**PROCUREMENT & CONTRACT SPEC 1 (ID 23)**

**Job Information**

**Status:** Open

**Classification:** PROCUREMENT & CONTRACT SPEC 1 (0436)

**MQ Template Description:** 0436

**Job Description/Duties:**

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<b>Computer Skills</b>	
use word processing software	<b>Required</b>
use Word	Preferred
use Works	Preferred
use WordPerfect	Preferred
use spreadsheet software	<b>Required</b>
use Excel	Preferred
use Lotus 123	Preferred
use Quattro Pro	Preferred
use email software	Preferred
use database software	Preferred
use presentation, graphic design, or desktop publishing software	Preferred

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<b>Supervisory Skills</b>	
None Selected	

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<b>Occupational Skills</b>	
apply cost analysis theory	<b>Required</b>
complete purchase requisitions	<b>Required</b>
obtain information from clients, customers, patients or others	<b>Required</b>
understand, use, and communicate technical information	<b>Required</b>
use appraisal techniques when purchasing or trading merchandise	<b>Required</b>
use sources of supply in purchasing	<b>Required</b>
analyze and evaluate economic data	Preferred
analyze data to discover facts in case	Preferred
analyze statistical data	Preferred
assist with business and managerial research	Preferred
communicate details concisely and consistently	Preferred
compose business correspondence	Preferred
conduct qualitative analysis	Preferred
coordinate production materials and processes	Preferred
design tables depicting data	Preferred
facilitate meetings	Preferred
interpret and explain governmental and organizational rules, policies and regulations	Preferred
prepare cost-benefit analysis	Preferred
prepare reports in timely manner	Preferred
prioritize tasks	Preferred
process and prepare business forms	Preferred
process records and maintain forms and files	Preferred
use computers to enter, access and retrieve data	Preferred
use correct grammar, punctuation and spelling	Preferred
verify that information is complete and accurate	Preferred
work as a team member	Preferred

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**Licenses/Certifications**

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**Job Requirements**

**Job Classification:** Purchasing Agents, Except Wholesale, Retail, and Farm Products

**Minimum Age:** No Minimum Age requirement.

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Agencies participating in the iMS SRS pilot may or may not use the preferred skills listed above.

**Qualifying Info**

**Education:** Associates

**Experience:** At least 18 months

- OR -

**Education:** Bachelors

**Experience:** None

- OR -

**Education:** None

**Experience:** At least 3 years

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**DMV Information**

Required Driver's License: None

Preferred Driver's License: None

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**MQ Template created on:** Jan 04, 2008 09:48 am

**by:** Laurie Grenya (Class/Comp Consultant)

**MQ Template last modified on:** May 09, 2008 03:05 pm

**by:** James Callahan (Class/Comp Analyst)