

OCCUPATIONAL GROUP: Fiscal Services

CLASS FAMILY: Purchasing and Inventory

CLASS FAMILY DESCRIPTION:

This family of positions includes those whose purpose is to acquire goods and services, regulate purchasing activities and/or maintain inventory for the State at the agency and/or central office level.

CLASS TITLE: Purchasing and Inventory Support Technician 1

DISTINGUISHING CHARACTERISTICS:

These positions perform routine duties in ordering, receiving, recording, storing and shipping of supplies, materials and/or equipment in a district, regional, or state stockroom or warehouse. Work may include loading and unloading trucks, operating equipment such as forklifts and pallet jacks, maintaining inventory records, soliciting bids and preparing contracts. Individuals in these positions do not have supervisory or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Pulls items and disperses or ships items.
- Unloads shipments and stores items in an organized manner.
- Records details of items received and/or dispersed.
- Orders items; receives and verifies items received; checks for damages; stocks items.
- Files, updates, and retrieves invoices, receipts, requisitions, transfers, and other information; maintains logs.
- Inventories items and assigns inventory numbers as required; inspects inventory; rotates stock.
- Performs general maintenance of equipment such as fluid level checks as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of warehouse methods and procedures.
- Knowledge of safe handling procedures for equipment and materials.
- Ability to safely perform moderately heavy manual labor in lifting and storing materials and/or equipment.
- Ability to understand and follow written and/or verbal instructions
- Ability to operate warehouse equipment.
- Ability to safely perform moderately heavy manual labor in lifting and storing materials and equipment.
- Ability to use a computer and computer software.

MINIMUM QUALIFICATIONS:

Education: None.

Experience: 0 - 2 years of full-time or equivalent part-time paid experience as a stock clerk, or in a clerical capacity in connection with large-scale warehouse operations, or in handling materials.

Education & Experience Substitution: None.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Support Technician 2

DISTINGUISHING CHARACTERISTICS:

These positions participate in the ordering, receiving, recording, storing and shipping of supplies, materials and/or equipment in a district, regional, or state stockroom or warehouse. Work may include loading and unloading trucks, operating equipment such as forklifts and pallet jacks, maintaining inventory records, soliciting bids and preparing contracts. These positions have more autonomy in ordering and require a broader knowledge of a variety of items. Individuals in these positions may act as lead workers but do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Orders goods and commodities; uses P-Card to purchase items.
- Verifies items received against packing slip; check pricing and amount received.
- Reconciles invoices.
- Monitors volume of items to ensure adequate stock is on-hand.
- Reconciles and documents inventories; assigns inventory numbers as required; inspects inventory, rotates stock.
- Stocks and disperses items.
- Assigns and reviews work of subordinate personnel; trains others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of warehouse methods and procedures.
- Knowledge of safe handling procedures of equipment and supplies.
- Knowledge of various types and grades of equipment and supplies used by the agency.
- Knowledge of transportation and shipping methods.
- Ability to compare materials and supplies with prescribed specifications.
- Ability to assign and review work of others.
- Ability to safely perform moderately heavy manual labor in lifting and storing materials and equipment.
- Ability to operate warehouse equipment.
- Ability to use a computer and computer software.

MINIMUM QUALIFICATIONS:

Education: High school graduation or equivalent.

Experience: 2 - 4 years of full-time or equivalent part-time paid experience as a stock clerk, or in a clerical capacity in connection with large-scale warehouse operations, or in handling materials.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Support Technician 3**DISTINGUISHING CHARACTERISTICS:**

These positions participate in the purchasing and inventory of all equipment and supplies utilized by a district or division or perform complex organizing and coordinating of the purchasing or inventory activities within an agency. Work may include leading the purchasing, receiving, shipping, storing and recording of materials, review of purchase requisitions, collection of bids and review of purchase orders for accuracy, completeness, and clarity. Individuals in these positions may act as lead workers or supervisors, but typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Reviews purchase requisitions and determines if required merchandise is contracted or if bids must be solicited; collects bids, if required, and screens to determine most cost efficient meeting the requirements of the requisition.
- Enters and maintains inventory records in the state's Fixed Asset System including substantiating the validity of assets; modifying records due to location changes; tagging fixed assets; and retiring assets in accordance with state guidelines for inventory control.
- Checks purchase orders for accuracy, completeness, and clarity; corrects any ambiguities in purchase orders and adds needed information.
- Contacts vendors to confirm shipping.
- Types and/or composes purchase orders, correspondence, memoranda and reports.
- Records order and requisition number and delivery data.
- Assigns and reviews work of subordinate personnel; trains others; may supervise subordinates.
- May review, audit and pay invoices.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of state purchasing rules and regulations.
- Knowledge of storeroom methods and procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to use a computer and computer software.
- Ability to compare materials and supplies with prescribed specifications.
- Ability to assign and review work of others.

MINIMUM QUALIFICATIONS:

Education: High school or equivalent

Experience: 3 - 5 years full-time or equivalent part-time paid experience related to purchasing and inventory.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Coordinator**DISTINGUISHING CHARACTERISTICS:**

These positions perform and coordinate the purchasing of a variety of goods and services used in the operation of state agencies and institutions and/or the maintenance of inventory, as well as supervise Purchasing and Inventory support staff. Work may include the purchasing of specialized, technical or complex goods or services requiring an in-depth knowledge of the area. In addition to performing purchasing and inventory duties, work may include planning, assigning and reviewing the work of subordinates, conducting employee performance appraisals and interpretation and application of related policies and procedures. Individuals in these positions typically have input into setting a budget and responsibility for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, assigns, and coordinates the work of subordinates; trains employees in work methods, policies, and procedures.
- Interprets and applies departmental policies and regulations for employees and others in state government.
- Advises subordinates of changes in policy and procedure.
- Performs employee performance evaluations, approves annual and sick leave, and recommends hiring, disciplinary actions and other employee activity.
- Conducts performance evaluations; approves or disapproves leave requests.
- Writes, reviews, analyzes, and implements work procedures.
- Monitors employee activities to ensure compliance with state/federal regulations, policies and procedures and work standards.
- Serves as a resource for subordinates regarding rules, regulations, policies and procedures for program area.
- Performs duties that are similar or related to the work performed by subordinates.
- Compiles and analyzes data; types reports; maintains records.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of purchasing rules, regulations, policies, and procedures.
- Knowledge of purchasing, inventory, and records management.
- Knowledge of office procedures, practices, and methods.

- Ability to plan, assign, and coordinate the work of employees.
- Ability to supervise subordinates.
- Ability to interpret rules, regulations, policies and procedures.
- Ability to make decisions based on governing laws and regulations and to explain policies to employees.
- Ability to communicate with a wide variety of people, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: High school graduation or equivalent

Experience: 4 - 5 years of full-time or equivalent part-time paid experience related to purchasing and inventory.

Education & Experience Substitution: Successful completion of college courses or business school courses may substitute for the experience on a year-for year basis.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Support Specialist

DISTINGUISHING CHARACTERISTICS:

These positions perform professional, full performance level work procuring for a state agency and are responsible for purchasing, contracts, inventory, and records management activities. Individuals in these positions may act as lead workers and typically are responsible for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees purchases of all commodities, goods and services.
- Reviews and approves purchases ensuring compliance with state purchasing laws, rules, and regulations.
- Prepares specifications for services that require bidding for goods and service.
- Resolves purchasing issues for agency purchasing staff; answers inquiries from agency purchasing staff.
- Prepares and/or oversees preparation of all contracts or agreements; maintains current, pending, and future contracts.
- Audits contract purchases for pricing; makes changes accordingly.
- Establishes and/or maintains an inventory control system and a records retention and disposal system.
- Establishes and/or maintains a system for compliance with the state statutes, rules, and regulations.
- Prepares technical or statistical reports.
- Assigns and reviews work of subordinate personnel; trains others.
- May be responsible for the securing of leases and the renewals for the agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the State purchasing laws, rules and regulations.
- Knowledge of purchase requisitions, bidding procedures, purchase orders, special authorizations, and other methods to secure goods and services.
- Knowledge of inventory control procedures.
- Knowledge of records retention and disposal.
- Ability to establish and maintain a congenial working relationship with a variety of employees and general public.
- Ability to lead the work of others.

MINIMUM QUALIFICATIONS:

Education: High school graduation or equivalent.

Experience: 4 - 5 years of full-time or equivalent part-time paid experience related to purchasing and inventory.

Education & Experience Substitution: Successful completion of college courses or business school courses may be substituted for the experience on a year-for year basis.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Support Specialist Senior

DISTINGUISHING CHARACTERISTICS:

These positions perform professional, full performance level work

CLASS TITLE: Purchasing and Inventory Trainee

DISTINGUISHING CHARACTERISTICS:

These positions perform in a training capacity to learn the buying and procuring of goods and services and the rules and regulations governed by the West Virginia code, which leads to assignment of work in a professional capacity. Individuals in these positions do not have supervisory or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Learns the procuring of goods and services of agencies.
- Learns to prepare change orders including renewals, extension, cancellations, administrative changes, and contract close outs.
- Conducts basic market research and development for statewide contract maintenance.

- Attends training sessions, job shadowing, and mentoring to learn state purchasing policies and practices.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of principles and practices of volume purchasing of goods and services.
- Knowledge and understanding of the various types and grades of commodities and sources of supply.
- Knowledge and understanding of the laws and rules and regulations relating to governmental purchasing.
- Knowledge and understanding of the organization and function of state government.
- Ability to learn to gather and analyze technical data relating to the characteristics of highly complex and varied commodities.
- Ability to communicate with a wide variety of people, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 0 - 1 years of full-time or equivalent part-time paid experience in volume purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

Education & Experience Substitution: Additional qualifying experience as described above may substitute on a year-for-year basis for the required education. Successful completion of graduate study in a regionally accredited college or university in the area of employment may substitute for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Associate

DISTINGUISHING CHARACTERISTICS:

These positions perform professional, full performance level, purchasing of a variety of goods and services used in the operation of state agencies and institutions. Work may include reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the lowest responsible bidder and interpretation and application of related policies and procedures. Individuals in these positions typically do not have supervisory or budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Develops and prepares specifications for the purchase of a large variety of goods and service.
- Audit bids and research specifications to ensure they are competitive.

- Assures correct funds are committed and encumbered; verifies accounting information for accuracy and make adjustments.
- Trains others on purchasing procedures.
- Reviews requisitions for purchase for accuracy and completeness.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of volume purchasing of goods and services.
- Knowledge of the various types and grades of commodities and sources of supply.
- Knowledge of the laws and rules and regulations relating to governmental purchasing.
- Knowledge of the organization and function of state government.
- Ability to gather and analyze technical data relating to the characteristics of highly complex and varied commodities.
- Ability to communicate with a wide variety of people, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 1 - 3 years of full-time or equivalent part-time paid experience in volume purchasing of commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

Education & Experience Substitution: Additional qualifying experience as described above may substitute on a year-for-year basis for the required education. Successful completion of graduate study in a regionally accredited college or university in the area of employment may substitute for the required experience on a year-for-year basis.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Specialist

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level purchasing of a variety of goods and services used in the operation of state agencies and institutions. These positions would be assigned to the state Purchasing Division administering the competitive bid process, while some others may be in an agency designated by the state Purchasing to administer the competitive bid process. Work may include reviewing requisition specifications, administering the competitive bid process, reviewing bids and awarding purchase orders to the lowest responsible bidder, reviewing and signing purchase orders within a specified dollar amount and interpretation and application of related policies and procedures. Individuals in these positions may serve as lead workers but typically do not have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Reviews procurement specifications to ensure compliance with provisions of laws, rules and regulations.
- Establishes questions/answer period, pre-bid conference, and bid opening date.
- Enters requisition into the WV Purchasing Bulletin for competitive bidding.
- Conducts bid openings, scans and evaluate bids applying the provisions of the Code.
- Reviews bids ensuring validity and compliance.
- Prepare purchase orders or contracts; prepares contract file; signs and dates purchase order or contracts.
- May assist in the development of purchasing training curriculum and conducts training.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of volume purchasing of goods and services.
- Knowledge of the various types and grades of commodities and sources of supply.
- Knowledge of the laws and rules and regulations relating to governmental purchasing.
- Knowledge of the organization and function of state government.
- Ability to gather and analyze technical data relating to the characteristics of highly complex and varied commodities.
- Ability to communicate with a wide variety of people, both verbally and in writing.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS:

Education: Bachelor’s degree from a regionally accredited college or university.

Experience: 2 - 4 years of full-time or equivalent part-time paid experience in volume purchasing or commodities or services in a centralized purchasing function for use in the operation of a private industry or governmental unit. Purchasing experience must be for direct use of the industry or governmental unit, not for retail sales.

Education & Experience Substitution: Experience may be substituted on a year-to-year basis for the required education. Master degree from a regionally accredited college or university may substitute for one year of the required experience.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Supervisor

DISTINGUISHING CHARACTERISTICS:

These positions perform and coordinate the purchasing of a variety of goods and services, regulation of purchasing activities and/or maintenance of inventory, as well as supervise professional staff. Work may include purchasing of specialized, technical or complex goods or services requiring an expert knowledge of the area and serving as signature authority for purchase orders for subordinates. In addition to performing purchasing, regulation and inventory duties, work may include planning, assigning and reviewing the work of subordinates, conducting employee performance appraisals and interpretation and application of related policies and procedures. Individuals in these positions may have input into setting a budget and responsibility for staying within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, schedules, assign, and reviews the work of professional staff.
- Supervises and trains staff; conducts performance evaluations.
- Advises the agency administrators and/or managers on purchasing regulations, vendor and agency contracts and other aspects of the purchasing process.
- Interprets statutes, regulations and policies to staff, other managers, vendors, and the public.
- Provides solutions for issues, problems, and complaints.
- Develops and/or reviews Request for Quotation bid specifications, contracts, forms, and/or others procurement documents for completeness, accuracy, and open competitiveness.
- Develops technical specifications; reviews, revises, and approves agency requisitions/specifications, and change order requests; approves recommendations for award and signs contracts and change orders.
- Reviews requisitions for purchase for accuracy and completeness; assigns vendors, prepares price quotation exhibits; selects bid opening dates.
- Conducts and administers bid openings.
- Contacts vendors and suppliers, manufacturers and testing facilities to gain information on new procedures, sources of supply, changes in product specifications, price changes and design and capabilities of commodities.
- Conducts cost analysis and price analysis of current and past purchases.
- Assists in developing standards and specifications for new commodities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of volume purchasing of good and services.
- Knowledge of the various types and grades of commodities and sources of supply.
- Knowledge of the laws, rules and regulations relating to governmental purchasing.
- Knowledge of the organization and function of state government.
- Ability to gather and analyze technical data relating to the characteristics of highly complex and varied commodities.
- Ability to express ideas clearly in oral and written communication.
- Ability to establish and maintain effective working relationships with associates, vendors and the general public.
- Ability to supervise clerical and professional employees.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 3 - 5 years of full-time or equivalent part-time paid experience in purchasing.

Education & Experience Substitution: Master degree from a regionally accredited college or university may substitute for one year of the required experience. Additional qualifying experience may substitute on a year-for-year basis for the education.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Manager**DISTINGUISHING CHARACTERISTICS:**

These positions provide overall direction for an agency section whose purpose is to acquire a variety of goods and services and/or maintain inventory; or for a section within the Purchasing Division related to acquisition of goods and services, inventory management, surplus property management, or contract and inspection management, including responsibility for leadership and management of the day-to-day operations of the section. Individuals in these positions typically have supervisory responsibilities over professional and clerical staff, provide input into setting a budget and are responsible for controlling a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, develops, and executes through professional, technical, and clerical staff, program activities.
- Directs the daily work activities of staff.
- Develops and implements operating procedures within regulatory and statutory guidelines; develops and approves forms and procedures.
- Evaluates the operations and procedures for efficiency and effectiveness.
- Interprets statutes, regulations and policies to staff, other managers, vendors, and the public.
- Prepares reports reflecting the operational status of program.
- Compiles a variety of data related to the operation of the unit and/or the agency.
- May participate in local conferences and meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting and reporting.
- Knowledge of the functions and objectives of the agency.
- Knowledge of the laws and regulations relating to the agency.
- Ability to coordinate the section activities with other sections within and outside state government.
- Ability to establish and maintain effective working relationships with others.
- Ability to analyze and interpret budgetary and technical data related to the area of assignment.
- Ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 4 - 5 years of full-time or equivalent part-time paid experience related to purchasing or inventory, which 1 year must have been in a supervisory capacity.

Education & Experience Substitution: Additional qualifying experience may substitute on a year-for-year basis for the education.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Manager Senior

DISTINGUISHING CHARACTERISTICS:

These positions may serve as assistants to the Director and provide oversight to multiple sections within the West Virginia Purchasing Division or may provide overall direction for an agency division whose purpose is to acquire a variety of goods and services and maintain inventory. Individuals in these positions typically have supervisory responsibilities over a division or multiple sections and may be responsible for setting and controlling a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Plans, directs, and manages the activities or operations of the sections or division.
- Manages and directs professional, technical, and clerical employees.
- Interprets statutes, rules, regulations, policies and procedures.
- Provides instructions on statutes, rules, regulations, policies, and procedures and changes thereof.
- Conducts periodic training sessions for new initiatives and procedures in the area of responsibility.
- Develops and implements procedures, forms, and controls necessary for the effective operation of the unit.
- Evaluates the operations and procedures for efficiency and effectiveness.
- Assists in the development of the division and/or agency budget for personnel services, supplies, and equipment.
- Within State Purchasing Division, examines purchasing requests for conformity to specifications and budgeted amounts; may negotiate contracts and agreements for the procurement of equipment, supplies and services.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting and reporting.
- Knowledge of the functions and objectives of the agency.
- Knowledge of the laws and regulations relating to the agency.
- Ability to coordinate the section activities with other sections within and outside state government.
- Ability to establish and maintain effective working relationships with others.
- Ability to analyze and interpret budgetary and technical data related to the area of assignment.
- Ability to supervise the work of others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: 6 - 7 years of full-time or equivalent part-time paid experience related to purchasing or inventory, which 2 years must have been in a supervisory capacity.

Education & Experience Substitution: Additional qualifying experience may substitute on a year-for-year basis for the education.

Certificates, Licenses, Registrations: None

CLASS TITLE: Purchasing and Inventory Director**DISTINGUISHING CHARACTERISTICS:**

This position performs complex administrative duties, planning, organizing, directing and evaluating the work of the West Virginia Purchasing Division, including policies and procedures, inventory management, surplus property and travel management. An individual in this position has supervisory responsibilities over Division staff and is responsible for setting and controlling a budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Directs the work of managerial, professional and clerical employees in the central state purchasing office.
- Establishes methods and procedures for procurement in state government in accordance with state laws, public purchasing practices and sound business principles.
- Reviews and approves all major state contracts for services.
- Negotiates solutions to complex purchasing problems.
- Negotiates and executes agreements and contracts.
- Advises the Cabinet Secretaries and agency administrators on purchasing regulations, vendor and agency contracts and other aspects of the purchasing process.
- Communicates with state and local government officials, vendors, and media on division activities and purchasing rules and regulations.
- Oversees the acquisition and distribution of state and federal surplus property; oversees the development of service and handling fees for efficient operation of the Surplus Property Section; oversees the promotion of public awareness and interest in surplus property services.
- Oversees the development and operation of travel management services for state employees.
- Makes reports to the Secretary, Governor, or legislature as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state purchasing laws, rules, regulations, and procedures.
- Knowledge of a broad range of products which are purchased by the state.
- Knowledge of commodity markets, marketing practices and commodity pricing methods.

- Knowledge of administrative managerial procedures.
- Ability to plan, organize, and direct large scale purchasing operations.
- Ability to negotiate effectively with others and arrive at a satisfactory solution to a problem for all parties involved.
- Ability to interpret market prices and trends and to apply such interpretations to procurement problems.
- Ability to establish and maintain effective working relationships with agency officials, vendors, and the general public.
- Ability to communicate effectively, both verbally and in written form.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Minimum of ten of the fifteen years immediately preceding appointment employed in an executive capacity in purchasing for any unit of government or for any business, commercial or industrial enterprise.

Education & Experience Substitution: None

Certificates, Licenses, Registrations: None