

STATE OF ARIZONA JOB CODE SPECIFICATION

FLSA:	NE	Job Code:	ACV80127
Job Class Code:	670	Salary Schedule:	AREG
EEO Category:	05	Grade:	16
Workers Comp Code:	8810		

Job Code Established:	11/01/2005	Effective Date:	07/01/2006
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Purchasing and Contracting

JOB CODE TITLE: PROCUREMENT ASSOCIATE

HRIS TITLE: PROCUREMENT ASSOC

CHARACTERISTICS OF THE JOB CODE: Positions in this classification are located in a centralized departmental procurement office which has Department of Administration delegated procurement authority. Works under the close supervision of higher-level professional staff or supervisor, learning to perform basic procurement functions. Work is frequently reviewed for accuracy and adherence to standards and guidelines. Follows standardized and readily available procedures to complete work assignments. 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. This is the entry level for the procurement series. Employees do routine and standardized purchasing, contracting or agreement work. Employees utilize clearly recognizable alternatives such as selecting from 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.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or 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. Responds 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 the 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.

WORK CONDITIONS: Long hours of concentration on detail; may require statewide travel and occasional overnight stays away from home base.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Basic purchasing, contract or agreement processes and methods; basic knowledge of procurement code; general office procedures; computer systems such as word processing, PC software, (Word, Excel, Access, etc.); data storage systems; filing and records management systems; customer service; agency mission statement, goals, programs and operations.

Skill/Ability to: Organize; communicate with contractors, vendors, managers and supervisor; utilize Personal Computer software; identify and solve problems; perform general office skills; perform general administration skills. Ability to multi-task, analyze/resolve basic problems; read/interpret various policies and procedures; learn increasingly complex procurement concepts/procedures; apply knowledge and skills learned. Maintain confidentiality of purchasing and procurement details.