

PROCUREMENT SPEC SR
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF COMMERCE
DIVISION OF REHABILITATION SERVICES
PROCUREMENT
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER LIMITED DIRECTION OF THE PROCUREMENT MANAGER, THE POSITION WILL WORK AT THE FULL PERFORMANCE LEVEL TO CONDUCT MARKET RESEARCH FOR THE BASIS OF SPECIFICATION WRITING, COMPOSE SPECIFICATIONS, PREPARE BIDDING DOCUMENTS, EVALUATE BID RESPONSES, AND PROCESS AWARD UPON APPROVAL BY THE PROCUREMENT MANAGER, PROCESSES DIRECT/SOLE SOURCE TRANSACTIONS, AGENCY DELIVERY ORDERS AGAINST STATEWIDE CONTRACTS, AND RECURRING ANNUAL TRANSACTIONS FOR INTER-AGENCY AGREEMENTS AND USE CONTRACTS. PROCESSES OTHER MISCELLANEOUS TRANSACTIONS AS THEY OCCUR. TRACKS CONTRACT END DATES FOR ALERTS TO SPENDING UNITS ON THE NEED FOR RENEWALS, EXTENSIONS, OR NEW BIDS, THEN NOTIFIES THE UNITS OF SUCH NEED. UPDATES REPORTS TO THE PROCUREMENT MANAGER WITH THE GATHERED DATA. PROVIDES UPDATES TO CLERICAL STAFF FOR MAINTENANCE OF DATABASE TRACKING OF STATEWIDE COPIER LEASES. REVIEWS, AND AT TIMES APPROVES, P-CARD TRANSACTIONS FOR INITIAL PROCESSING BY CLERICAL STAFF. THIS WILL INCLUDE DESIGNATING TYPE OF TRANSACTION THAT IS REQUIRED, AND ASSURING ALL BACKUP DOCUMENTATION IS PRESENT. WILL INTERACT WITH AGENCY STAFF CONCERNING PROCUREMENT TRANSACTIONS AND ISSUES VIA TELEPHONE, EMAIL, AND/OR MEETINGS. AIDS PROCUREMENT MANAGER IN THE RESOLUTION OF PAYMENT ISSUES AS REQUESTED BY THE FISCAL UNIT. ACTS AS BACKUP CONTACT WITH THE CENTRAL PURCHASING DIVISION IN THE ABSENCE OF THE PROCUREMENT MANAGER. THIS EMPLOYEE MUST HAVE THE ABILITY TO ACQUIRE KNOWLEDGE OF, AND UNDERSTAND, THE PROCUREMENT NEEDS OF THE AGENCY TO MEET THE AGENCY'S MISSION OF ASSISTING AND EMPOWERING THE DISABLED. EMPLOYEE WIL ASSIST AND PROVIDE TECHNICAL ASSISTANCE TO ALL SPENDING UNITS

WITHIN THE DIVISION OF REHABILITATION SERVICES, TO ENSURE COMPLIANCE WITH STATE AND FEDERAL PURCHASING REQUIREMENTS. EMPLOYEE WILL PARTICIPATE IN THE CREATION OF TRAINING MATERIALS AND TRAINING FOR ANNUAL AGENCY AND CLERICAL CONFERENCES. EMPLOYEE MUST WORK INDEPENDENTLY AND WITHIN A TEAM SETTING. THIS POSITION MUST HAVE EXCELLENT VERBAL AND WRITTEN COMMUNICATION SKILLS. THIS POSITION REQUIRES IN-DEPTH KNOWLEDGE OF STATE PROCUREMENT CODE AND PROCESSES. PREFERENCE MAY BE GIVEN TO APPLICANTS WITH PROFESSIONAL CERTIFICATIONS AND/OR WV PURCHASING DIVISION BASIC AND ADVANCED CERTIFICATION. PERFORMS OTHER DUTIES AS REQUIRED.

REQUIREMENTS: TRAINING: BACHELOR'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY.
OR
SUBSTITUTION: FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS DESCRIBED BELOW MAY SUBSTITUTE FOR THE REQUIRED TRAINING AT A RATE OF ONE (1) YEAR OF EXPERIENCE FOR 30 CREDIT HOURS OF EDUCATION.
AND
EXPERIENCE: THREE (3) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN A BROAD RANGE OF PURCHASING OF COMMODITIES OR SERVICES IN A CENTRALIZED PURCHASING FUNCTION FOR USE IN THE OPERATION OF A PRIVATE INDUSTRY OR GOVERNMENTAL UNIT, NOT FOR RETAIL SALES.
OR
SUBSTITUTION: A MASTER'S DEGREE FROM A REGIONALLY ACCREDITED COLLEGE OR UNIVERSITY MAY SUBSTITUTE FOR THE REQUIRED EXPERIENCE AT A RATE OF ONE (1) YEAR OF EXPERIENCE FOR 15 SEMESTER HOURS OF EDUCATION NOT TO EXCEED TWO (2) YEARS.
PROMOTIONAL ONLY: TWO (2) YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE AS A PROCUREMENT SPECIALIST OR THE EQUIVALENT.

SALARY: PAY GRADE 015 \$32,721.96 - \$60,534.96

DATE: SEPTEMBER 19, 2020
RS2075
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DEADLINE: SEPTEMBER 29, 2020

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MR. TERRY W. BLAIR
DIVISION OF REHABILITATION SERVICES
ADMINISTRATIVE OFFICE, 107 CAPITOL STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER RS2075 ON APPLICATION