

CLASS TITLE: ADMINISTRATOR OF PURCHASING SYSTEMS

Class Code: 02674300

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the development and promulgation of the purchasing policies and procedures involving the acquisition of supplies, equipment, and services for state departments and agencies; to work independently on management analyses of computer based data in connection with administrative policies and methods, and procedural, organizational, and operational matters of a complex nature; to identify the need for and to provide the format for all computer generated management support programs; and to do related work as required.

SUPERVISION RECEIVED: Work under the general supervision of the Purchasing Agent with wide latitude for the exercise of independent judgment and initiative; work may be reviewed for conformance to established policies, procedures, laws, and regulations.

SUPERVISION EXERCISED: Plans, supervises, directs, and reviews the work of a technical and clerical staff in all phases of purchasing activity including computer support.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development and promulgation of the purchasing policies and procedures involving the acquisition of supplies, equipment, and services for state departments and agencies.

To work independently on management analyses of computer based data in connection with administrative policies and methods, and procedural, organizational, and operational matters of a complex nature.

To identify the need for and to provide the format for all computer generated management support programs.

To direct the day-to-day activities of all Purchasing Office personnel engaged in the procurement of supplies, equipment, and services for the State of Rhode Island.

To be responsible for the interpretation, implementation, and review of the division's policies and procedures; to develop and implement procedural and policy changes as required.

To maintain and update rules and regulations to insure conformity with business, industry, and trade practices for major project acquisitions requiring detailed contract documentation.

To assist departments and agencies in pre-procurement planning for acquisition of special or unusual equipment or services for which no precedent has been established.

To mediate protests and disputes between using agencies, bidders, and contractors regarding purchasing matters.

To direct the operation of a centralized purchasing system.

To design, implement, and interpret computer generated reports for buyers and purchasing management.

To employ standard analytical, statistical, and research principles, methods, and techniques in subjects such as cost/price implementation of purchasing policies and procedures.

To supervise the training of agency personnel in the implementation of purchasing policies and procedures.

To monitor the implementation by state departments and agencies of the purchasing program in accordance with established policies, procedures, and controls.

To exercise overall supervision, including the review and revision of the vendor performance review program, where appropriate.

To coordinate the efforts of the state negotiation team with vendors in a manner contributing to the best interest of the State.

To develop and implement training programs for staff buying personnel and for administrative and clerical personnel.

To develop and implement buying techniques in special commodity areas that may produce overall cost savings in materials and buying efforts, including optimum utilization of personnel and facilities assigned.

To assist subordinate personnel in making determinations and decisions relating to contract award policies.

To assist user agencies in obtaining goods and services in the most cost-effective manner possible by offering and responding to requests for technical and other assistance from user agency personnel in a professional and timely manner; to provide complete information and advise users as to how to obtain copies of relevant materials and/or provide referrals for other types of assistance; to assist user agencies in developing the documentation necessary for successful purchases and to educate users as to the options available for various types of purchases; to work with agency officials onsite to increase effective communication and to provide user-specific problem solving assistance.

To advise and instruct users and vendors with respect to use of the Electronic Rhode Island Vendor Information Program (RIVIP), including vendor registration, vendor lists, commodity lists, obtaining Master Price Agreements, bids, bid results, rules and regulation, and other information available on the RIVIP.

To utilize a computer to review requisitions, create bid preparation instructions, initiate bid preparation, authorize bids, analyze bid responses, award bids, initiate and release purchase orders and change orders; to review and analyze vendor information, including complaints, minority and disability status, suspension, and debarments; to create and download reports and all related work as required. (In using the computer, to use the keyboard to enter passwords and report generation instructions and to enter words, phrases, and sentences as required by the Electronic Purchasing System and to print documents and reports as required.)

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS, AND CAPACITIES: A thorough knowledge of the principles, practices, and procedures involved in the procurement of supplies, equipment, and services; the ability to plan, supervise, direct, and review the work of a professional, technical, and clerical staff engaged in the procurement of a wide variety of services, supplies, materials, and equipment; the ability to analyze and review proposed procurement actions for such factors as conformance to policy, suitability of specifications, and conformance to established standards and specifications; the ability to prepare and submit oral and written interpretations concerning procurement policies and regulations and to indicate effective recommendations for revisions; the ability to advise on technical matters and planning methods for difficult work situations; the ability to review, evaluate, and where necessary, initiate, appropriate formats and computer generated reports covering the full spectrum of purchasing management needs; the ability to act as the state's principal agent in negotiations; to develop reports in order to disseminate information to the director, assistant director, other state departments, and the general public regarding purchasing matters; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college or university of recognized standing, preferably with a specialization in business administration; and

Experience: Such as may have been gained through; employment in a governmental agency or in private industry involving the supervision of a high volume purchasing organization involved in major contractual work within a formal purchasing system or structure.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Must possess certification as a Certified Purchasing Manager (C.P.M.) or Certified Public Purchasing Official (C.P.P.O.) and must maintain such certification as a condition of employment.

Class Revised: February 1, 1998

Editorial Review: 3/15/03