



To establish and monitor standards of quality and to implement programs for the development and use of purchasing specifications and for the inspection, testing, and acceptance of supplies, services and construction.

To be responsible for establishing standards, defining and promulgating procedures, determining courses of action when established policies and procedures require interpretation and/or when situations arise where conflicts exist or occur.

To represent the Director of Administration (Chief Purchasing Officer) at procurement meetings and matters relevant to the interpretation of state purchasing laws, established policies, procedures, rules and regulations.

To recommend, as appropriate, amendments or revisions to existing laws and regulations.

To interact with the Governor's Office in matters with regard to inquiries and expediting transactions, as appropriate.

To do related work as required.

## **REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and procedures involved in the procurement of supplies, materials, equipment and services as it applies to the state centralized purchasing system and the ability to apply such knowledge in the overall planning, organization, direction, coordination and administration of a complex procurement system; a thorough knowledge of the laws, rules and regulations governing the purchase of products and services for the state; a thorough knowledge of financial management and program planning; a thorough knowledge of the principles, practices and procedures of public administration as they apply to the administration of a complex governmental purchasing operation; ; a thorough knowledge of the organization and functions of state government including the ability to establish and maintain effective working relations with all state officials; the ability to plan, organize and direct the work of a staff of professional, technical and clerical employees engaged in the procurement of a wide variety of supplies, materials, equipment and services; the ability to review proposed procurement actions for such factors as conformance to law, policy, suitability of specifications, and conformance to established standards and specifications; the ability oversee and direct the collection, analysis, evaluation and presentation of data; the ability to prepare complex reports on procurement activities; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: possession of a Master's Degree in Business or Public Administration, or a closely related field; and

**Experience:** Such as may have been gained through: considerable employment in a highly responsible managerial capacity in a large private or governmental agency requiring the direction and supervision of a professional, technical and support staff engaged in the procurement of supplies, materials, equipment and services.

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

Class Created: October 7, 1990

Class Revised: October 31, 2004