

To layout and create Lotus or other computerized spreadsheet documents relating to analysis of bid responses, construction contract data, master price agreement utilization rates, labor rates, MBE contract and subcontract utilization rates; to supervise other clerical staff in the production of such documentation.

To work with Office of Information Processing staff to integrate personal computer and network system contractor and contract information files with mainframe applications; to be responsible for producing personal computer, network and mainframe reports; to be responsible for regular purging of database; to be responsible for assuring daily back up of all network and floppy disk information.

To be responsible for daily transfer of financial and purchasing files from the Electronic Purchasing System to the State Accounting System; to be responsible for the conversion of word processing, spreadsheet, and other electronic files into formats for transfer to the Vendor Information Program; to scan documents, create, and convert files for access in the Electronic Purchasing System, including the Vendor Information Program.

To advise and instruct agency officials 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 regulations and other information available on the RIVIP.

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 do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and procedures in a governmental purchasing process; the ability to plan, organize and direct the work of a clerical staff; the ability to conceptualize ideas and implement them; the ability to supervise effectively; the ability to utilize mainframe and personal computer software, particularly word processing, spreadsheet and data entry systems; the ability to answer technical questions and devise methods of dealing with complex tasks; the ability to write reports and correspondence; the ability to prepare detailed meeting minutes; a capacity for attention to detail and commitment to accuracy; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from high school with supplementary college business courses and training in various software programs.

Experience: Such as may have been gained through: employment in a responsible capacity in a municipal, state or other governmental organization involved in procurement functions.

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

Class Revised: February 1, 1998

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