

**CLASS TITLE: SUPERVISING STANDARDS TECHNICIAN
DIVISION OF PURCHASES**

**Class Code: 02673700
Pay Grade: 24A
EO: C**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Division of Purchases, to be responsible for the overall operation of the Standards Unit within the Standards and Inspection Section; to administer and supervise a standards and standard specification program and to continually review and update such a program in order to insure that all items and services purchased by the state are in accordance with the applicable standards and standard specifications established by the Division; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude in the exercise of initiative and independent judgement; work is reviewed upon completion through scheduled conferences and submitted reports to properly evaluate the kind and quality level of the established standards and standard specifications relative to the needs of the state departments and agencies as well as conformance to divisional policies, rules and regulations.

SUPERVISION EXERCISED: Assigns, supervises, reviews and coordinates the work of a staff of standards technicians and assigned clerical positions.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Division of Purchases, to be responsible for the overall operation of the Standards Unit within the Standards and Inspection Section.

To administer and supervise a standards and standard specifications program and to continually review and update such a program in order to insure that all items and services purchased by the state are in accordance with the applicable standards and standard specifications established by the Division; and that they meet the desired quality and full value requisites of the state for the monies available and spent as well as meeting the needs of the departments and agencies requesting such items and services.

To administer and supervise the development, establishment and continuous-updating of an acceptable brands listing and/or similar listings of products for which it is neither practical nor feasible to develop detailed standards or standard specifications but will still provide standardization and a common basis for bidding by state vendors as well as meet the utilization requirements of the state departments and agencies.

To supervise and direct the preparation and maintenance of an index to standard specifications which contain, in both alphabetical and symbolic sequence, a list of all approved and published standard specifications and acceptable brands lists.

To coordinate and oversee the development of an integrated working relationship between the Unit, designated members of state departments and agencies, and appointed members of various advisory committees on standards and acceptable brand lists for the purpose of producing the technological data necessary for the preparation of standard specifications and acceptable brand lists which will result in greater competition among vendors and better standardization of goods and services used by the state.

To provide assistance to subordinate staff in the development of various types of specifications regarding performance, design, etc. which will serve as standards to establish uniformity while minimizing the number of qualities, sizes and varieties of materials, supplies and equipment required by the various state departments and agencies.

To maintain Unit records and files; and prepare monthly special reports involving the activities of the Unit.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and methods used in the development and preparation of standards, standard specifications and acceptable brand lists utilized in the purchasing of materials, supplies, equipment and services for the state and the ability to apply such knowledge in providing continuous review, evaluation, interpretation, and updating of such standards, standard specifications and acceptable brand lists; the ability to supervise the overall operation of a standards unit and to assign, review and coordinate the work of an assigned staff; the ability to establish and maintain an effective working relationship with divisional staff, vendors, and departmental and agency personnel; the ability to provide advice and assistance to staff members involving the development and preparation of standards, standard specifications and acceptable brand lists and to provide in-service training as required; the ability to maintain records and files; the ability to prepare monthly and special reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing including or supplemented by courses in purchasing emphasizing the fundamentals and use of materials standards preparation; and

Experience: Such as may have been gained through: employment as a Standards Technician (Division of Purchases); or, employment in a responsible position in a public or private agency, or in private industry, involving the preparation and maintenance of standards and/or standard specifications for items subject to purchase, or, involving the evaluation and/or testing of purchase items for conformance to established requirements.

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

Class Created: February 19, 1984

Editorial Review: 3/15/03