

PROCUREMENT SPECIALIST TITLE SERIES DEFINITIONS

II. DEFINITIONS

PROCUREMENT SPECIALIST

This is professional level Procurement Specialist work performed by positions at the UW-institutions. Positions at this level are assigned a limited number of commodities where contracts are well established or in areas where the market is stable, requiring little, if any, modification. The work is performed under close, progressing to limited, supervision.

Examples of Work Performed:

Specialist confirms agency purchasing needs and contract requirements through standards committees, questionnaires and other contacts with agencies; establishes effective working relations with vendors to determine industry capabilities, potential vendors, bidding conventions, market conditions and other information for preparing requests for bids or proposals; ensures bid and proposal documents are responsive to agency needs, good purchasing policy and industry conditions; provides basic guidance to agencies and vendors on the procurement process; and resolves vendor/agency complaints with assistance.

Additionally, this position reviews requests for purchasing approval and prepares analysis and case letters; assists in monitoring state agency purchasing activity; participates on an audit team and may draft audit reports; and suggests policies to govern the procurement of commodities/services in assigned areas.

PROCUREMENT SPECIALIST-OBJECTIVE

This is objective level professional work performed by Procurement Specialists in the UW System. Positions at this level are assigned commodities which require technical knowledge, the pursuit of new bidding strategies to address changing market conditions or agency needs, and the development and implementation of policies in assigned commodity areas. The work is performed under general supervision.

Examples of Work Performed:

The objective level specialist is familiar with assigned commodity/service areas and develops, conducts and awards bids and/or requests for proposals; works independently, recognizes bid flaws and corrects them; develops new or redesigns existing bulletins and recognizes required modifications to maximize effectiveness; responds knowledgeably to agency requests for contract information; and monitors contractor performance and assures compliance with contract requirements.

Additionally, the specialist independently reviews requests for purchasing approval; is responsible for working independently on significant portions of an agency audit; may prepare draft audit reports; and develops and implements policies to govern the procurement of commodities/services in assigned areas by state agencies to improve purchasing efficiency and achieve statutory and policy goals.

PROCUREMENT SPECIALIST-SENIOR

This is the senior level work performed by Procurement Specialists in the UW. Positions at this level are assigned commodities which are subject to rapid market changes requiring creative approaches to developing contracts; may chair statewide committees to explore bid strategies and contract language; may be assigned to facilitate or participate in task forces to resolve purchasing issues; and participate in the development and presentation of training and outreach for state agencies and vendors. The work is performed under general supervision.

Examples of Work Performed:

The senior level specialist has significant experience in the primary assigned commodity/service area and is generally perceived as one of the state's experts in the area. Chairs statewide committees to explore bid strategies, specification development and contract language; may be heavily involved in providing guidance on major agency RFPs; alone or in conjunction with legal counsel, conducts contract negotiations with vendors on behalf of the state; facilitates and participates in task forces to resolve purchasing issues and develop statewide policy; and may participate in the development and presentation of training and outreach for state agencies and vendor groups.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED POSITION TITLES

Positions which, for a majority of time, perform duties which are more appropriately classified as Purchasing Agents.