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**STATE PROCUREMENT OFFICER**

**SCOPE OF WORK:**

Work involves purchasing and leasing commodities and services; preparing, negotiating and managing contracts; providing procurement assistance to all state agencies and institutions, other governmental entities, vendors, and the general public.

**DUTIES PERFORMED AT ALL LEVELS:**

- Receive, review, and process requisitions submitted by state agencies and institutions.
- Research, write, and distribute solicitations for a variety of commodities and services; evaluate responses; award contracts; respond to any protests; and perform contract administration for statewide term contracts.
- Conduct cooperative purchasing with other governmental entities.
- Make determinations regarding types of purchases such as limited competitive, non-competitive, and emergency purchases.
- Provide technical assistance regarding procurement laws, rules and procedures.
- Provide input to the development and administration of statewide procurement policies and procedures.
- Investigate complaints relating to procurement practices by agencies and vendors.
- Serve as a mediator between the agency and the contractor in contract disputes.
- Represent the State Procurement Office at state and national meetings, conferences, training sessions, and events.
- Prepare communication to include correspondence, brochures, reports, and other written materials for statewide dissemination.
- Develop and maintain contacts with state agencies and institutions, other governmental entities, vendors, and other interested parties.
- Assist in conducting agency compliance reviews.
- Assist in the development and management of multiple state procurement programs and systems used by all state agencies and institutions, other governmental entities, vendors, and the general public.
- Assist in the development and management of a vendor outreach program and procurement information website to provide vendors with current information about procurement and state bidding opportunities.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**STATE PROCUREMENT OFFICER I**

0605

GRADE K

**LEVEL DEFINITION:**

Work assigned at this level involves less complex procurement contracts, and assisting with systems or programs.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- None.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and two years of procurement related work experience. The hiring agency may specify a field of study for the degree requirement at the time of recruitment.

**STATE PROCUREMENT OFFICER II**  
GRADE L

0606

LEVEL DEFINITION:

Work at this level involves responsibility for complex procurements and comprehensive assistance to agencies; responsible for administering large, complex procurement systems, programs, or contracts.

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Organize and conduct conferences with state agencies and/or vendors.
- Perform market analysis and customer needs assessment studies to develop new contracts or web-based systems for contractors, vendors, and state agency personnel.
- Develop and conduct presentations and training related to state procurement programs and systems for state agencies, institutions, other governmental entities, vendors, and other interested parties.
- Develop and manage projects, programs, and systems that have a major impact on state agencies, vendors, and functions within the State Procurement Office to include planning, coordination, follow up, and functional supervision.
- Conduct investigations, extensive research, and analysis; make recommendations; report findings; and prepare final reports.
- May supervise other procurement officers or administrative staff.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years of professional level procurement-related work experience. The hiring agency may specify a field of study for the degree requirement at the time of recruitment.

Eff. Date: 10/74

Rev: 5/79 - Revised minimum qualifications

Rev: 1/91 – Factored, pay equity; changed format

Rev: 9/96 - Rewritten in current format

Rev: 4/99 - Updated, changed title and added second level

Rev: 10/05 – Updated scope of work, duties, min quals, level statements

Rev: 7/12 – Conversion to Hay System