

Specification for Class of
STATE PROCUREMENT OFFICER 3
Abolished Effective July 1, 2007

Definition: In the Department of General Administration, performs statewide procurement management of both annual contracts and daily purchases for a group of assigned goods and services on behalf of client agencies, colleges and universities, political subdivisions and eligible non-profit organizations.

Distinguishing Characteristics: This is the senior level classification. Positions perform all the necessary steps to commit the State of Washington to procurement agreements. This level works independently with business executives, legislative staff and state agency executive management. Exercises independent signing authority of up to \$500,000 per transaction or higher.

Typical Work

Performs market analysis and customer needs assessment studies to identify new contracting possibilities. Coordinates consolidation of actual or estimated statewide purchasing volumes. Develops and implements strategic direction of contract development. Exercises authority to independently make decisions with major statewide fiscal impact. Determines appropriate course of action/procurement methodology including but not limited to competitive bids, sole source acquisitions, request for proposals or direct negotiations. Originates and chairs multi-agency client committees and evaluates input relative to specification development and contract award;

Originates and finalizes competitive solicitations documents, incorporating necessary steps to finalize contracts for long term agreements and/or one time purchases. Directs the selection of interested and qualified vendors for bid distribution. Conducts pre-bid conferences to address concerns and provide direction to interested bidders. Analyzes and evaluates returned bids or proposals and determines compliance with contract requirements, including but not limited to technical specifications, life cycle costing, the Environmental Protection Agency's recycled content guidelines, instate reciprocity, minority and women business enterprise participation and price. As applicable, assists

suppliers in achieving Minority and Women Business Enterprise goals. Coordinates and evaluates supplier demonstrations. Reject bids that do not meet bid requirements. Executes and documents contract awards and all other contract actions, including contract expirations and extensions;

Performs ongoing contract and contractor evaluations to ensure goods and services are delivered or performed in accordance with contract requirements and contract prices remain competitive with the general market. Directs corrective action as required, including negotiations to correct performance, price adjustments or contract terminations. Authors correspondence and coordinates distribution to suppliers, agencies and other stakeholder representatives;

Meets with contractor representatives, including executive officers and customers to resolve contractual issues. Represents the Office of State Procurement as attendee and/or presenter at trade shows and purchasing conventions. Reviews trade publications in order to stay current with market trends. Communicates with local, regional, national and multinational suppliers to acquaint them with the state's purchasing program and to stay current with industry developments;

Analyzes protests, legislative proposals, media and public inquiries. Responds directly to protester or inquirer prior to award or delivers advice and assistance to management regarding departmental position and response after award;

Serves on division or department level committees tasked with implementing enacted legislation or formed to explore organizational efficiencies and process improvements;

Provides consultation services to state agencies, colleges and universities and political subdivisions regarding development of acquisition plans and commodity specifications. Forecasts cost projections for customers preparing budget submittals. Advises and assists client agencies in the areas of purchasing practices, general and specific authorities and state purchasing laws and regulations;

Provides advice and assistance to other State Procurement Officers and State Procurement Assistants on difficult purchasing decisions. Interpret RCW's, WAC's and internal policies and procedures;

Assign and oversee projects to support staff;

May supervise staff;

Performs other work as required.

Knowledge and Abilities

Knowledge of: State procurement statutes and administrative codes, government contracting and procurement techniques research and market analysis techniques; effective methods of oral and written communications; technical writing skills; contract development and administration.

Ability to: Establish and maintain effective working relationships with suppliers, customers, fellow employees and the public; adapt rapidly to changing market conditions and/or customer needs; work effectively with automated procurement systems; develop and lead user committees that aid in development of contract specifications or contract dispute resolution; prepare and interpret complex specifications and award criteria; analyze bids or proposals submitted by suppliers and determine award; prepare, maintain and interpret procurement and contract statistics and management reports.

Minimum Qualifications

A Bachelor's degree involving major study in business administration or related field.

AND

Three years of full-time work experience as a State Procurement Officer 2 or other purchasing position with comparable scope of authority and responsibility.

Full-time work experience as a State Procurement Officer 2 will substitute on a year-for-year basis for education provided you have 20 quarter credit hours or equivalent in principles of accounting, business law, economics, purchasing, or statistical analysis.

New class: 5-1-63

Revised definition and minimum qualifications, title change (formerly Buyer 2):

3-15-73

Revised definition, distinguishing characteristics, minimum qualifications,

general revision: 12-20-74
Revised definition and distinguishing characteristics: 8-26-77
Revised distinguishing characteristics: 2-15-80
Revised definition and distinguishing characteristics: 12-14-84
New Class Title: Formerly Buyer 3
Revised Definition, Distinguishing Characteristics, and Minimum
Qualifications, title change (formerly Buyer 3), General
revision: 7/12/96