

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Purchasing Specialist**

**Class Code: 11823**

**Pay Grade: GH**

---

### **A. Purpose:**

Purchases assigned materials, supplies, and services for one or more agencies, in a timely manner, at the lowest possible cost and provides advice and information on materials, supplies, and services to all interested parties.

### **B. Distinguishing Feature:**

Purchasing Specialist work only in the central Purchasing and Printing Office of the Bureau of Administration. The incumbent receives and fills purchase orders and requisitions from state agencies and institutions, which are above the agency or institution spending authority. Purchasing/Property Management Officers work within a department or institution and are responsible for the purchasing operations of the entire agency or institution. The Purchasing/Property Management Officers duties include coordinating purchases, developing policies and procedures, budget planning, warehouse operations, and negotiating contracts. Purchasing Assistants type and process purchase orders.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Examines and evaluates requisitions received for all required information, complete and accurate specifications, revising and developing to ensure that specifications are concise, understandable, and describe the minimum level of quality and quantity necessary for the intended purpose.
2. Processes requisitions which contain contract items for issuance to contractors by compiling information to prepare and type purchase orders to ensure that state agencies comply with existing contracts with vendors.
3. Conducts bid lettings, which may be handled informally to provide agencies with materials meeting the required specifications at the lowest available price.
  - a. Receives quotations over the phone or through the formal bid letting procedures.
  - b. Prepares formal bid proposals when necessary.
  - c. Distributes bid proposals to the appropriate vendors.
  - d. Opens and tabulates all bids received publicly on the time and date specified.
  - e. Awards bids to the lowest responsible bidder.
4. Resolves problems and expedites delivery of materials to maintain good working relationships with vendors.
  - a. Contacts the vendor by phone or through written correspondence.
  - b. Reviews deliveries to ensure compliance with contracts by vendors.
5. Maintains records of purchases, vendors, and specifications to provide documentation and to determine past sources of supplies.
6. Represents the agency or institution at buyer's conferences and/or at conferences with agency personnel and prospective vendors to ensure that all parties involved in the purchasing process are aware of their responsibilities and to generate new ideas.

7. Performs other work as assigned.

**D. Reporting Relationships:**

Typically no subordinates report to this position.

**E. Challenges and Problems:**

Challenges include formulating in-depth and detailed specifications of complex technical equipment when the specifications provided on requisitions are inadequate or incomplete. This is difficult because the incumbent must trace the source of the requisition and research what is actually required for the intended purpose of the requisition.

Typical problems include maintaining the appropriate level of quality at the lowest available cost because low cost items are frequently inferior; and vendor-agency conflicts because of wrong shipments, late delivery, damaged goods, or product substitutions.

**F. Decision-making Authority:**

Decisions include determining if requisitions specifications are complete, method of purchase, breakdown of requisition items to personnel, bid opening and closing dates, appropriate vendors, alternative products and substitutions, awarding bids, determining compliance with contracts, and solutions to vendor problems.

Decisions referred include approving emergency purchases and handling problems and disputes, which may result in legal action.

**G. Contact with Others:**

Daily contact with agency personnel to receive requisitions and to solve vendor problems, vendors to make purchases and resolve problems; and local governments as necessary to purchase materials on state contract.

**H. Working Conditions:**

The incumbent works in a typical office environment.

**I. Knowledge, Skills and Abilities:**

Knowledge of:

- purchasing and procurement methods and procedures;
- state purchasing laws, regulations, and procedures;
- accounting principles;
- basic contractual law.

Ability to:

- develop and present detailed reports of findings and recommendations;
- establish and maintain effective working relationships with vendors, agency officials, and the public;
- develop specifications to describe the type and characteristics of merchandise which will meet the needs of the agency;
- negotiate effectively.

