

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Purchasing/Property Management Officer

Class Code: 11842

Pay Grade: GH

A. Purpose:

Coordinates the purchase of materials, supplies, or equipment for an entire agency or institution according to South Dakota purchasing and procurement statutes to ensure that items purchased meet or exceed the minimum level of quality at the lowest possible cost; and may direct the operation of programs such as property management, warehouse operations, fleet management, and inventory control for an agency, department, or institution.

B. Distinguishing Feature:

Purchasing/Property Management Officer is responsible for the purchasing function for an agency, department, or institution. The incumbent may purchase exempt items and general items within a specified dollar amount. The incumbent may also direct purchasing related programs such as property management, warehouse operations, fleet management, and inventory control.

Purchasing Specialists work only in the central Purchasing and Printing Office of the Bureau of Administration and are responsible for purchasing items which are above the department's five hundred dollar purchasing authority.

Purchasing Assistants are responsible for typing and processing purchase orders initiated by the incumbent.

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. Receives and evaluates requisitions to ensure that all requisitions fulfill the minimum requirements for writing purchase orders.
 - a. Completes information and accurate specifications.
 - b. Checks to see if the department has the funds to make the purchase.
 - c. Researches and rewrites specifications that have been submitted incompletely or inaccurately.
2. Coordinates the purchase of exempt items such as scientific equipment and items valued at less than five hundred dollars to acquire quality merchandise at the lowest possible cost.
 - a. Coordinates bid letting, which involves publicizing the bid opening, completing and distributing bid proposals to vendors, receiving bids, opening all bids on date and time specified, and awarding the purchase order to the lowest qualified bidder.
 - b. Issues purchase orders on established contracts.
3. Coordinates related operations to ensure effective program support.
 - a. Monitors central store's supply, warehouse operations, fleet management, surplus property, or postal services if necessary.
 - b. Prepares, implements, and monitors the budget.
 - c. Provides assistance in interviewing, training, scheduling, and evaluation of staff.
 - d. Provides input into developing policies, procedures, and guidelines.

4. Represents the Purchasing/Property Management department to ensure the department needs are being met.
 - a. Attends buyers' conferences.
 - b. Serves on committees and task forces as needed.
5. Reviews invoices to ensure property is accounted for.
 - a. Checks for deficiencies on invoices.
 - b. Verifies that items received are as specified on the purchase order.
6. Maintains inventory control and surplus property programs to ensure purchases are accounted for and not stolen or lost.
 - a. Drafts, revises, and recommends department policies and procedures.
 - b. Enforces department and state policies and regulations.
 - c. Reviews receiving vouchers to determine which are inventoriable.
 - d. Ensures proper forms are completed to get items onto the inventory system.
 - e. Coordinates with and assists other agencies including counties and cities in acquiring property surplus by the department.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent may supervise or provide work direction to inventory clerks, purchasing assistants, administrative assistants, office supervisors, and clerical support staff.

E. Challenges and Problems:

Challenges include formulating detailed specifications of complex technical equipment when the specifications provided on requisitions are inadequate or incomplete.

Problems include maintaining the appropriate level of quality at the lowest available cost to stay within budget constraints because low cost items are frequently cheaply manufactured; vendor-agency conflicts due to wrong shipments, late delivery, damaged goods, or product substitutions; disposal of surplus property; inventory items lost or stolen; the lack of storage space for items on inventory; and in disseminating policies, procedures, and price schedules to field personnel.

F. Decision-making Authority:

Decisions include prioritizing work load; giving approval for all purchases made by the agency or institution; verifying whether specifications are accurate and complete; determining the method of purchasing an item; determining whether a vendor is qualified and credible; developing policies, procedures, and operating guidelines; ensuring compliance with state law and internal rules and regulations; and determining method of liquidating surplus property.

Decisions referred include hiring employees, final approval for major purchases involving large expenditures, requesting capital assets not approved in the budget, deleting inventory items over one hundred dollars, and final approval on policies drafted for the department.

G. Contact with Others:

Daily contact with department or institution personnel to receive requisitions and to answer inquiries on the status of purchases, Purchasing and Printing in Pierre to provide input on

requisitions, and vendors to issue purchase orders or to discuss delivery problems. Monthly contact with other agencies to coordinate activities, discuss program issues, and provide or receive information; and attorneys as needed for the interpretation of laws and for contract enforcement.

H. Working Conditions:

The incumbent works in a typical office environment.

I. Knowledge, Skills and Abilities:

Knowledge of:

- South Dakota purchasing and procurement statutes;
- modern office methods, equipment, and practices;
- grades, qualities, supply, and price trends of commodities;
- products and their specifications;
- effective methods of supervision;
- vendors;
- basic accounting procedures;
- budget preparation and monitoring.

Ability to:

- present and develop detailed reports of findings and recommendations;
- establish and maintain effective working relationships with vendors, departmental or agency officials, and the public;
- develop specifications to describe the type and characteristics of merchandise, which will meet the needs of the agency;
- plan, assign, review, and evaluate the work of others;
- negotiate contracts.