

ACQUISITION MANAGEMENT SPECIALIST

KIND OF WORK

Professional purchasing work.

NATURE AND PURPOSE

Under limited supervision, employees in this class work with agencies on a state-wide basis to determine the best method of acquisition, research products or services, develop specifications, create contracts or purchase orders, evaluate vendor responses, and award contracts. They are also responsible for administration of contracts, which includes authorizing price changes and substitutions and arbitrating disputes between vendors and agencies, and performing related duties as required.

This classification differs from Buyer 2 in that incumbents in the Acquisition Management Specialist classification are centralized in the Department of Administration and purchase products and services for all state agencies, not a single agency. The scope of the contracts is typically greater than those of the Buyer 2; the incumbents also have discretion in resolving most problems rather than relying on a higher level purchasing employee.

This classification differs from the Vendor Management Specialist classification in that it is not responsible for administering the provisions of the Small Business Procurement Program for vendors.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Confers with clients in state agencies and other government entities to determine whether their acquisition needs can be fulfilled with an existing source or contract; determine whether centralized or decentralized authority is more appropriate.

Researches products and services by interviewing vendors, reviewing product literature and specifications, attending product demonstrations, analyzing and adapting quality specifications of similar products, and considering environmental and legal issues.

Develops specifications for the product or service by organizing product specification committees, writing specifications, determining the appropriate breadth of contracts, and determining the need for risk minimizing factors.

Determines the most appropriate acquisition method by applying accepted criteria and considering the opportunity for targeted business participation.

Creates acquisition documents, incorporating state and federal statutory requirements and regulations; determine the best method for advertising.

Administers acquisitions through the contract period by authorizing price changes, product substitutions and additions, and marketing conditions and performance issues.

Analyzes existing contracts to determine their need for revision, elimination, combination with other contracts, or extension.

Assesses agency performance on acquisitions delegated to them.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge of:

Principles, theories, and techniques of acquisition and materials management sufficient to prepare contracts, write specifications, evaluate and research products.

Market research, specification writing, and the design and organization of acquisition documents for a broad range of commodities, services, vendors, and marketplaces sufficient to ensure that the purchased product meets the state's or agency's needs.

Common software products sufficient to efficiently use databases, spreadsheets, and word-processing packages.

State procurement laws, rules, policies and procedures sufficient to interpret, apply, and communicate them.

Ability to:

Communicate orally sufficient to conduct interviews, facilitate meetings, make presentations, and negotiate with vendors.

Analyze product information sufficient to choose products that are suitable for agency needs and meet standards and cost factors.

Est.: 11/94

Rev.:

T.C.:

Former Title(s):