

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Procurement Specialist 3

Definition

Conducts formal solicitation processes for high-dollar and complex procurements of a variety of goods and services; performs market analyses to determine market conditions and pricing benchmarks, develop standardized specifications, and prepare solicitations; evaluates supplier offerings and approves or recommends contract awards; make final decisions on procurement methods, contract and purchase order terms and conditions, vendor selection, and pricing; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Formulates the procurement policies and procedures for various state agencies to maintain an economically adequate inventory of equipment, supplies, and materials; ensures adherence to these policies.

Forecasts needs for supplies, equipment, and materials and establishes a schedule of delivery for the items and maintains relationships with agencies and vendors to assure purchase needs are met on a timely basis.

Develops and maintains vendors' solicitation files; attends/conducts formal solicitations, awards contracts for equipment, materials, and supplies and secures items at reasonable prices.

Writes product specifications for technical/major purchases and verifies conformance of purchases to specifications.

Recommends items or services for procurement on term contracts and distributes contract material to ensure that parties understand and can comply with the terms of the contracts.

Establishes standards for determining when equipment is obsolete, surplus, or can be disposed of and takes appropriate action.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.

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- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.
 - Production and Processing – Raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
 - Transportation – Principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
 - Administrative – Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Number Facility – Add, subtract, multiply, or divide quickly and correctly.
- Category Flexibility – Generate or use different sets of rules for combining or grouping things in different ways.
- Originality – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Systems Evaluation – Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Management of Material Resource – Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Management of Financial Resources – Determining how money will be spent to get the work done, and accounting for these expenditures.

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- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
 - Speaking – Talking to others to convey information effectively.
 - Writing – Communicating effectively in writing as appropriate for the needs of the audience.
 - Persuasion – Persuading others to change their minds or behavior.
 - Negotiation – Bringing others together and trying to reconcile differences.
 - Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
 - Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
 - Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
 - Service Orientation – Actively looking for ways to help people.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Seven years of full-time work experience in the procurement of technical, standardized, expendable, and non-expendable items, or in services procurement and contract administration, including the review of ongoing compliance with contract requirements and terms.
- 2) Graduation from an accredited four-year college or university with a degree in business or public administration, accounting, or economics, and experience equal to three years of full-time work in the procurement of technical, standardized, expendable and non-expendable items or in services procurement and contract administration, including the review of ongoing compliance with contract requirements and terms.
- 3) A total of seven years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university coursework in any field equals one year of full-time experience.
- 4) All of the following (a, b, and c):
 - a. Two years of full-time work experience in the procurement of technical, standardized, expendable, and non-expendable items, or in services procurement and contract administration, including the review of ongoing compliance with contract requirements and terms; and
 - b. A total of four years of education and/or full-time experience (as described in part a), where thirty semester hours of accredited college or university coursework in business or public administration, accounting, or economics equals one year of full-time experience; and
 - c. A total of one year of graduate-level education and/or full-time experience (as described in part a), where twenty-four semester hours of accredited graduate college or university coursework in business or public administration, accounting, or economics equals one year of full-time experience.

- 5) Current, continuous experience in the state executive branch that includes one year of full-time work as a Procurement Specialist2.

Effective date: 06/25 KC