

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

## Procurement Specialist 1

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### Definition

Acquires standardized, expendable, and non-expendable items valued at \$5,000 or less for an agency or institution; processes delivery orders against established state purchasing master contracts and requests informal quotes; 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

Orders by phone or written contract such items as paper goods, foods, paints, parts, office supplies, and other standardized, expendable items.

Solicits bids or quotations from suppliers on expendable/nonexpendable items, tabulates solicitations and compares prices to secure the most advantageous prices; submits tabulations and recommendations to supervisor for approval.

Contacts requisitioning personnel with the agency to clarify information concerning items to be purchased, approval of substitute items, changes in delivery dates, and to ensure that the price quoted by suppliers is satisfactory/reasonable, and funds are available.

Maintains contact with visiting sales representatives, and telephone contacts with sales offices of suppliers; meets with vendors/sales representatives to discuss current/new products, availability of products, prices and delivery information.

Prepares purchase orders for non-stocked and contracted items; works with central supply to establish lead time on ordering schedules for stocked items and check/approve completed purchase documents for payment.

Verifies that items ordered are delivered by a specified date and corresponds with vendors/manufacturers to resolve any problem in shipping or delivery of items.

### 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.
- Basic Arithmetic – Addition, subtraction, multiplication, and division.

- Clerical Procedures – Word processing, managing files and records, designing forms, and other office procedures and terminology.
- 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.

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.
- 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).
- 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.
- 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.

Skills:

- 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.
- 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.
- Negotiation – Bringing others together and trying to reconcile differences.

- 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) Four years of full-time work experience in the procurement of standardized, expendable/non-expendable items.
- 2) Graduation from an accredited four-year college or university with a degree in business or public administration, accounting, or economics.
- 3) A total of four 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.

*Effective date: 06/25 KC*