

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

## Procurement Specialist 2

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### Definition

Conducts informal solicitations for a variety of standardized, expendable, and non-expendable items valued at \$50,000 or less; manages service contract solicitations for an agency or institution, including selecting vendors for solicitation, evaluating responses, and recommending or awarding contracts; 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

Selects sources of supplies/equipment and uses informal solicitation processes or negotiated contracting techniques to procure items needed by the agency.

Conducts service contract solicitation process, including selecting vendors, evaluating solicitations, making recommendations for awards and awarding solicitations to the lowest compliant vendor.

Acts as liaison to agencies to determine their purchasing needs and meets with suppliers and manufacturers' representatives to discuss, develop, or revise purchase contracts, review product lines, and to discuss the suitability of price/adaptability of products to the needs of the agency.

Writes product specifications, solicits contracts, price quotations, availability of discounts, transportation and handling charges from sources of supply.

Checks item samples to determine if they conform to the product specifications; evaluates the capability of the suppliers to meet the agency demands for the items; recommends or awards contracts based on the suitability and price of the product and the capability of suppliers to meet agency demands.

Develops/maintains files of vendors' catalogs, business directories, names of suppliers, contract purchase orders and updates file information for new or deleted items, price changes, vendor changes and supply sources; uses guidelines (e.g., business directories, vendors' catalogs, and manuals) to determine the availability of supplies from various sources.

Inspects obsolete material/surplus equipment to establish a salvage value and to determine the most advantageous manner of disposing of materials/equipment.

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

- 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.
- Persuasion – Persuading others to change their minds or behavior.
- 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) Six years of full-time work experience in the procurement of technical, standardized, expendable, and non-expendable items.
- 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 two years of full-time work in the procurement of technical, standardized, expendable, and non-expendable items.
- 3) A total of six 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) Current, continuous experience in the state executive branch that includes eighteen months of full-time work as a Procurement Specialist 1.

*Effective date: 06/25 KC*