JOB SUMMARY

The Procurement Services Officer is responsible for processing purchasing transactions and conducting bids for TCSG System Office and Georgia QuickStart.

MAJOR DUTIES

- Processes all Requisitions and Purchase Orders as needed in PeopleSoft Team Georgia Marketplace for all TCSG System Office users (except Georgia QuickStart);
- Conducts bids and Requests for Proposals by developing specifications/requirements, soliciting, evaluating and awarding bids and contracts for products or services for TCSG System Office and Georgia QuickStart;
- Provides guidance, interpretation and instruction on all aspects of purchasing rules and regulations, purchasing processes and overall operation to end users specifically for TCSG System Office and Georgia QuickStart;
- Informs and/or trains TCSG System Office purchasing staff on procurement policies, methods and procedures;
- Conducts Purchasing Review Desk Audit for TCSG System Office to ensure compliance with all purchasing rules, regulations and procedures;
- Acts as member of the Core Team / subject matter expert for PeopleSoft Team Georgia Marketplace implementation and utilization;
- Utilizes TCSG Purchasing Card Program in compliance with Statewide Purchasing Card Policy and TCSG P-Card Policy and Procedures Manual;
- Acts as departmental Bid Officer by time stamping written bids and conducting public bid openings;
- Maintains knowledge of current trends, developments and commodity markets in the purchasing profession through professional development training, workshops, seminars, literature and vendor meetings;
- Serves as back-up in processing of basic orders as dictated by workload.

COMPETENCIES

- Detailed knowledge and understanding of the State of Georgia Purchasing rules and regulations as stipulated in the Georgia Annotated Code section 50-5, the Georgia Procurement Manual and TCSG rules, policies and procedures.
- Functional and operational knowledge of the PeopleSoft Team Georgia Marketplace Financial System and the Purchasing Workflow
- Ability to develop and prepare technical and /or statistical reports.
- Ability to gather and analyze technical data.
• Ability to work independently with assigned projects
• Ability to make decisions in compliance with specific rules, regulations, policies and procedures
• Ability to prepare and present training materials to other employees
• Oral and written communication skills
• Skill in the operation of computers and job related software programs
• Organizational skills
• Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

• Bachelor’s degree in a related field *and* Three (3) years of work related experience

Note: Experience may substitute for the degree on a year-for-year basis.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.