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.