Job Title: Procurement Services Specialist

**JOB SUMMARY**

The Procurement Services Specialist conduct bids and handles purchases for statewide technical colleges and the System Office.

**MAJOR DUTIES**

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 statewide Technical Colleges;

Provides guidance, interpretation and instruction on all aspects of purchasing rules and regulations, purchasing processes and overall operation to end users specifically for statewide technical colleges;

Acts as liaison with DOAS State Purchasing and Georgia State Finance and Investment Commission;

Monitors commodities purchased and suggests and develops Agency Contracts for use by TCSG System Office and statewide Technical Colleges;

Informs and/or trains Technical College purchasing staff on procurement policies, methods and procedures;

Conducts Purchasing Review Desk Audits for statewide Technical Colleges to ensure compliance with all purchasing rules, regulations and procedures;

Monitors Purchasing Workflow System for new requests for purchase from statewide technical colleges;

Acts as member of the Core Team / subject matter expert for PeopleSoft Team Georgia Marketplace implementation and utilization;

Maintains knowledge of current trends, developments and commodity markets in the Purchasing Profession through professional development training, workshops, seminars, literature and vendor meetings.

**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.

Skill in the operation of computers and job related software programs.

Organizational skills.
Oral and written communication skills
Skill in interpersonal relations and in dealing with the public

MINIMUM QUALIFICATIONS

Three years of supervisory or administrative experience in materials management which included participation in the procurement of supplies and equipment either directly or through a centralized purchasing operation OR Three years of purchasing experience in a responsible full-time role (e.g., purchasing agent or procurement officer), preferably governmental. This experience must have included significant supervisory/administrative responsibilities.

PREFERRED QUALIFICATIONS

Preferred qualifications may vary from location to location.