

Public Procurement Position Descriptions

The following position descriptions for public procurement are an excerpt of the August 2013 NCPPC study, Identifying Position Domains in Public Sector Procurement: Towards the Establishment of Standardized Job Descriptions for the Profession.

To read the full report, [click here](#) or visit the [NCPPC website](#).

Note that these are model position descriptions and may be modified as needed by each entity.

[Chief Procurement Officer](#)

[Procurement Manager](#)

[Purchasing Agent](#)

[Government Buyer](#)

[Purchasing Technician](#)

Chief Procurement Officer

Nature of Work:

Consistent with the strategic priorities of the government, performs professional work of unusual difficulty in the planning, organization, development and coordination of the procurement activities for the entire organization. This executive management position serves as the principal public procurement official for the government and is responsible for the all procurement of goods, supplies and services in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

Responsibilities include providing professional support and sound contractual advice to all stakeholders involving contractual services, consultants, equipment, supplies, construction, capital improvements and other applicable activities. Supervision is exercised over professional, technical and clerical staff engaged in procurement activities.

Duties and Responsibilities:¹

1. Procure or supervise the timely procurement of all goods, supplies and services needed, in accordance with all applicable federal, state and local laws, policies and procedures.
2. Ensure compliance with all applicable laws and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, agency or official.
3. Maintain the integrity of the public procurement process.
4. Recommend policies to the legislative body regarding the procurement of goods, supplies and services.
5. Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements.
6. Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
7. Prepare and issue solicitation documents.
8. Receive and evaluate proposals and bids; award or recommend the award of contracts to the legislative body.
9. Conduct negotiations with suppliers on proposals, contracts and contract claims. Execute contracts on behalf of the government.
10. Establish standard contract clauses for use in contracts, solicitations, and purchase orders.
11. Prepare or supervise the preparation of contractual documents with suppliers.
12. Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
13. Formulate, in conjunction with using departments, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies.
14. Continuously review policies and procedures governing procurement in order to improve upon and standardize the processes.

¹ The list of essential duties and responsibilities is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

15. Select, hire, supervise and evaluate subordinate staff; review of performance reports prepared by subordinates and rate employee performance; exercise authority for department personnel actions consistent with established personnel rules, and all other applicable rules and regulations.
16. Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload. Review the work of staff to insure compliance with applicable laws, policies and procedures.
17. Conduct training of government employees in the procedures and techniques required in the performance of their duties. Assist staff by providing technical guidance and direction.
18. Serve as public procurement advisor and technical expert to management.
19. Establish and supervise a contract administration system designed to insure that contractors are performing in accordance with the terms and conditions of their contracts.
20. Develop, recommend and monitor the departmental budget.
21. Effectively communicate purchasing policies and procedures to personnel and interpret said policies and procedures as necessary.
22. Maintain open communications with the supplier community to provide a comprehensive understanding of the procurement practices and maintain supplier confidence.
23. Make determinations with respect to bid protests or contract claims.
24. Suspend or debar persons for cause from consideration of award of contracts.
25. Prepare or direct the preparation of reports which accurately represent the department's activities.
26. Represent the department to other governmental departments, other public agencies, suppliers, and the legislative body.
27. Exercises general supervision and control over all inventories of supplies.
28. Designate surplus supplies and supervise their selling, trading, or disposal.
29. Establish and maintain programs for the inspection, testing and acceptance of supplies and services.
30. Prescribe operational procedures governing the procurement functions, and the disposal, transfer and reutilization of personal property and equipment, consistent with all applicable laws, policies and rules.
31. Perform other related duties to ensure the accomplishment of the strategic priorities of the government.
32. Develop and align the strategic priorities of the department consistent with those of the government.

Minimum Qualifications:

Education and Training: Master's degree (or equivalent) from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field.

Work Related Experience: Minimum five (5) years progressively responsible experience in public purchasing, including supervisory responsibilities.

Required Certifications: Certified Public Procurement Officer (CPPO).

Knowledge, Skills and Abilities:

- Comprehensive knowledge of modern principles and practices of governmental procurement and supply-chain management.
- Comprehensive knowledge of business practices related to purchasing.
- Comprehensive knowledge of laws, policies and procedures governing public procurement.
- Considerable knowledge of contract law.

- Considerable knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- Considerable knowledge of techniques of organizing and motivating individuals and groups.
- Considerable knowledge of administrative problem solving and the implementation of effective solutions.
- Considerable knowledge of principles of management analysis (such as spend analysis and cooperative purchasing) and organization design necessary to formulate and implement administration practices.
- Considerable knowledge of available information system technologies which enhance business practices.
- Comprehensive skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Considerable skill in project and program management.
- Ability to develop effective and cooperative working relationships with key internal and external stakeholders.
- Ability to provide strong leadership and direction, clearly defining objectives and motivating employees to accomplish department responsibilities.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to use appropriate judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to analyze commodity requirements, interpret market prices and trends, and apply interpretations to procurement issues.
- Ability to negotiate contracts for professional and non-professional services, construction and supplies.
- Ability to identify and implement information technology solutions related to electronic purchasing systems.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to make difficult decisions and award contracts impartially and objectively.
- Possess complete integrity and a high sense of personal and professional ethics.

Procurement Manager

Nature of Work:

Under general direction of the Chief Procurement Officer, the Procurement Manager provides general supervision over professional, technical and clerical staff engaged in purchasing activities, including planning, directing, and coordinating the purchasing activities for the organization.

Responsibilities include the development and implementation of annual contracts, strategic procurement planning, procurement policies and procedures, delegated procurements, quality control, procurement training, electronic procurement systems, and procurement card administration.

Duties and Responsibilities:

1. Manage and supervise a procurement staff responsible for the following tasks in accordance with all applicable federal, state and local laws, policies and procedures:
 - a. Establish annual contracts for the purchase of supplies, services and construction.
 - b. Review major solicitations and contracts to ensure compliance and identify opportunities for improvement.
 - c. Co-develop and assist in prescribing and administering operational procedures governing the procurement functions of all departments, and the disposal, transfer and reutilization of personal property and equipment.
 - d. Recommend revisions to policies to the Chief Procurement Officer regarding the purchase of supplies and services.
 - e. Establish, maintain and disseminate guides, manuals and other documents regarding procurement policies and procedures.
 - f. Ensure compliance with legislative mandates and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, agency or official.
 - g. Develop and conduct internal and external procurement training.
 - h. Provide support services for information technology systems used to facilitate purchasing.
 - i. Administer or manage the procurement card program.
2. Establish staff priorities; allocate personnel resources to achieve program objectives.
3. Coordinate delegated procurement activities with other departments, including supervision of procurement liaisons.
4. Coordinate training programs of Purchasing Department staff and employees of other departments related to procurement.
5. Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
6. Prepare and issue solicitation documents.
7. Receive and evaluate proposals and bids; award or recommend the award of contracts.
8. Conduct negotiations with suppliers on proposals, contracts and contract claims.
9. Assist in the general supervision and control over all inventories of supplies.
10. Assist in establishing and maintaining programs for the inspection, testing and acceptance of supplies and services.
11. Maintain the integrity of the public procurement process.

12. Assist in administering operational procedures governing the procurement functions, and the disposal, transfer and reutilization of personal property and equipment, consistent with all applicable laws, policies, and rules.
13. Assist with establishing standard contract clauses for use in contracts, solicitations, and purchase orders.
14. Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
15. Assist in decisions regarding hiring, discipline and promotion of subordinate staff; direct and evaluate subordinate staff.
16. Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload. Review the work of staff to insure compliance with applicable laws, policies and procedures.
17. Assist staff by providing technical guidance and direction.
18. Assist in establishing and supervising a contract administration system designed to insure that contractors are performing in accordance with the terms and conditions of their contracts.
19. Determine budgetary requirements to maintain the program; make recommendations on the annual budget; monitor program budget.
20. Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
21. Prepare reports and correspondence.
22. Prepare and maintain accurate records and documentation on all staff activities.
23. Maintain liaison and represent the program to other departments and suppliers.
24. Perform other related duties to ensure the accomplishment of the goals and objectives of the Purchasing Department.

Minimum Qualifications:

Education and Training: Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field.

Work Related Experience: Minimum three (3) years progressively responsible experience in public purchasing, including supervisory responsibilities.

Required Certifications: Certified Public Procurement Officer (CPPO) or equivalent preferred. Must obtain the CPPO within four (4) years of being placed in this position.

Knowledge, Skills and Abilities:

- Considerable knowledge of modern principles and practices of large scale governmental procurement and supply-chain management.
- Considerable knowledge of business practices related to purchasing.
- Considerable knowledge of laws, policies and procedures governing public procurement.
- Considerable knowledge of contract law.
- Good knowledge of available information system technologies which enhance business practices.

- Some knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.
- Some knowledge of techniques of organizing and motivating individuals and groups.
- Some knowledge of administrative problem solving and the implementation of effective solutions.
- Some knowledge of principles of management analysis and organization design necessary to formulate and implement administration practices.
- Some knowledge of cost accounting as it relates to price and cost analysis.
- Working skill in project and program management.
- Working skill with computers, including automated purchasing systems and common office software and productivity tools.
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to identify and implement information technology solutions related to electronic purchasing systems.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to establish schedules and to complete projects on a timely basis.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Possess complete integrity and a high sense of personal and professional ethics.

Purchasing Agent

Nature of Work:

Under supervised direction, performs professional work of advanced difficulty in the technical and administrative functions of the purchasing activities of the government, including purchasing and contract administration. This position is responsible for the procurement of construction, supplies and professional services that are to be conducted in accordance with applicable federal, state and local laws, ordinances, rules and regulations. Direction is received from the Procurement Manager.

Duties and Responsibilities:

1. This position is responsible for procuring or coordinating the procurement of architectural and engineering services, construction, and related supplies and services required by various departments in accordance with all applicable federal, state and local laws, policies and procedures
2. Prepare highly technical and complex specifications, contracts and solicitation documents, including all related research and value analysis.
3. Prepare and analyze competitive sealed bids, competitive sealed proposals, requests for quotations and requests for statements of qualifications.
4. Identify and notify potential sources.
5. Conduct pre-bid and pre-proposal conferences.
6. Coordinate and supervise activities of evaluation committees.
7. Recommend lowest responsive, responsible bidder on IFB's, most advantageous offer on RFP's and most qualified for architects/engineers.
8. Edit requisitions and confer with departments regarding requirements, specifications, quantity, quality and delivery. Recommend alternatives that would result in greater value.
9. Confer with consultants, contractors and suppliers in order to acquaint them with procurement policies and procedures and to obtain information on required products and services.
10. Negotiate with consultants and contractors regarding specifications, scope of work, prices, terms and conditions.
11. Perform contract administration, including liaison between suppliers and departments, compliance with contract terms and conditions, compliance with grant requirements, negotiation of contract amendments, extensions and change orders. Analyze cost and price data from vendors. Perform contract audits when required.
12. Review and execute contracts, purchase orders, change orders and other documents within delegated authority.
13. Maintain the integrity of the public procurement process.
14. Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis or cooperative purchasing.
15. Provide guidance and assistance to other employees, as required.
16. Research market sources and suppliers to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
17. Engage in procurement planning with client departments. Routinely meet and communicate with client departments in order to identify and provide high quality service to meet client service delivery requirements on a timely basis. Provide accurate, complete and up-to-date information in a courteous, efficient and timely manner.

18. Effectively communicate purchasing policies and procedures to all personnel and interpret said policies and procedures as necessary.
19. Maintain individual workload statistics.
20. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow-up.
21. Perform other related duties as required.

Minimum Qualifications:

Education and Training: Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field.

Work Related Experience: Minimum three (3) years progressively responsible experience in purchasing.

Required Certifications: Certified Professional Public Buyer (CPPB) or equivalent certifications, or the ability to obtain the CPPB within three (3) years of hire.

Knowledge, Skills and Abilities:

- Considerable knowledge of business practices related to purchasing.
- Considerable knowledge of contract documents, solicitation methods and contract administration related to procurement
- Good knowledge of laws, policies and procedures governing public procurement.
- Good knowledge of contract law.
- Good knowledge of mathematics to perform computations and collect statistics for basic cost and price analysis.
- Good knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts.
- Some knowledge of cost accounting as it relates to price and cost analysis.
- Considerable skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Considerable skill in negotiating contracts.
- Working skill in project management.
- Working skill with computers, including automated purchasing systems and common office software and productivity tools.
- Ability to read, interpret, explain and properly apply rules, regulations, laws, policies and procedures.
- Ability to develop effective and cooperative working relationships with other departments, employees, suppliers and other public agencies.
- Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to establish schedules and to complete projects on a timely basis.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Ability to make difficult decisions and award contracts impartially and objectively.
- Possess complete integrity and a high sense of personal and professional ethics.

Government Buyer

Nature of Work:

Under direction, performs traditional purchasing work including the development, supervision and related functions of the purchasing activities for government. This position is responsible for all aspects of purchasing within the dollar limits prescribed by law.

Duties and Responsibilities:

1. Perform necessary purchasing procedures for the acquisition of supplies and services such as heavy equipment, large tools, motor vehicles, automated office equipment and supplies, fuels, chemicals, consulting services, industrial equipment, and service and construction contracts.
 - a. Review and prioritize requisitions and proposed specifications.
 - b. Research existing needs in order to match current market availability.
 - c. Prepare bid requests and specifications.
 - d. Schedule, receive, and analyze bids.
 - e. Recommend proposals regarding the awarding of bids.
 - f. Monitor vendor compliance with all terms and conditions of the purchase order.
 - g. Provide necessary documentation to clerical staff, departments, divisions, officials, and vendors.
2. Coordinate purchasing procedures among departments and divisions
 - a. Compile department and division requests for similar products and services.
 - b. Serve as liaison between the Purchasing Department and other government departments and divisions.
3. Perform related duties as required.
 - a. Recommend contracts for and monitor the disposal of surplus equipment, materials, and supplies.
 - b. Resolve complaints from users, vendors, and the public.
 - c. Interview and research potential and new vendors.
 - d. Provide input for the maintenance of vendor and commodity files.
 - e. Maintain current knowledge base of current developments in the purchasing.
 - f. Review new marketplace products and services.
 - g. Participate in planning and improving Purchasing Department operation
 - h. Assume the responsibilities of Purchasing Agent upon request.
 - i. Perform work in order to determine source of products, goods, and services.
 - j. Evaluate suppliers, goods, services, bids, and proposals.

Minimum Qualifications:

Education and Training: A Bachelor degree in Accounting, Public Administration, Business Administration, or a related field from an accredited college or university.

Work Related Experience: Minimum of two (2) years of verifiable experience in a professional purchasing position; or verifiable experience equivalent to five (5) years in a position with duties closely related to those of the Buyer; or five (5) years of verifiable training and/or experience combining the responsibilities and education listed above.

Required Certifications: Certified Professional Public Buyer (CPPB) or equivalent preferred. Must obtain CPPB within three (3) years of being placed in this position.

Knowledge, Skills and Abilities:

- Extensive knowledge of current principles, practices and methods of public sector purchasing.
- Knowledge of the principles and practices of marketing.
- Knowledge of equipment, materials, and services required by a government.
- Knowledge of electronic procurement data processing systems.
- Knowledge of management operations and quantitative analysis techniques applicable to procurement functions.
- Knowledge and understanding of current purchasing statutes, regulations, policies, procedures, and programs.
- Knowledge of commonly used business software for personal computers.
- Skill in cost-reduction techniques.
- Skill in pricing and cost analysis.
- Skill in contract negotiation
- Skill in operating and evaluating a public purchasing system.
- Skill in evaluating and comparing the product specifications contract details, and cost elements of a bid proposal.
- Skill in the operation of a personal computer and related software.
- Skill in managing and tracking multiple projects concurrently.
- Skill in communicating logically and accurately in oral and written forms.
- Ability to research and compare product, quality, performance, and options with requirements of the government.
- Ability to establish and maintain harmonious and cooperative relationships with supervisors, co-workers, vendors, and the general public.
- Ability to exercise good judgment and accept personal responsibility.
- Ability to communicate on a one-to-one basis or before groups to provide or obtain information.
- Ability to prioritize, schedule, and undertake concurrent work assignments.
- Ability to evaluate and apply pertinent trade information.
- Ability to assume the purchasing, management, and supervisory responsibilities of the Purchasing Agent as requested.
- Ability to perform sedentary work, defined as lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers, and small tools.
- Ability to occasionally lift and/or carry objects weighing up to 50 pounds (for example, boxes of paper and various office supplies).
- Ability to transport oneself to, from, and around sites of public meetings, projects, and customer contacts.
- Ability to attend work on a regular and reliable basis.

Purchasing Technician

Nature of Work:

Under direction, the purpose of the position is to acquire services, supplies and goods as required by the assigned department at a competitive price in a time-efficient manner and to provide basic routine administrative support work relating to the purchasing function. Position is responsible for the submission of invitation to bid; review, analysis, and purchase of supplies, services and goods; review of methods of acquisition; and preparation of purchase orders and related documentation. Performs related work as directed.

Duties and Responsibilities:

1. Checks and reviews market sources and vendors to ensure most cost effective and competitive pricing for the purchase of commodities.
2. Determines and reviews methods of acquisition including method, time and place, and courier as appropriate.
3. Creates files and updates vendor files and related documentation.
4. Prepares invitations to bid and requests for proposals and/or quotes from vendors.
5. Submits advertising of bids to newspapers and corporations and vendors as appropriate.
6. Receives, reviews, and determines compliance with requirements of bids or proposals.
7. Reviews, monitors and performs follow-up of bids and purchases to ensure continued compliance with contracted vendors, and provides direction accordingly.
8. Reviews bids, contracts and related documentation to verify for accuracy and completeness.
9. Generates and files departmental related reports or documents relating to the Department's purchasing function.
10. Maintains up-to-date vendor relationships and customer service with vendors and end-users.
11. Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies.
12. Maintains files and scan (bids & contracts) documents

Minimum Qualifications:

Education and Training: High school diploma or GED; supplemented by college level coursework with emphasis in Business Administration, Public Administration, Purchasing, Marketing or closely related field; Associate's degree preferred.

Work Related Experience: Minimum of one (1) year previous experience in administrative support functions related to the governmental purchasing function, such as at the Purchasing Assistant or Coordinator level; or an equivalent combination of education, training, and experience.

Required Certifications: Must possess and maintain a valid Driver's License.

Knowledge, Skills and Abilities:

- Knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.

- Ability to understand, follow and direct written and oral instructions.
- Ability to read, update, evaluate and maintain various records and files.
- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both orally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines, and other digital-based equipment.
- Ability to develop and implement policies and procedure for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods and services.
- Skill in the principles and practices of governmental purchasing management and analysis.
- Skill in performing routine-to-moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.
- Skill in establishing and maintaining effective working relationships with all personnel, departmental personnel and supervisors, and vendors.