

August 2018

## **PROCUREMENT SPECIALIST**

### **NATURE OF WORK**

Performs work with primary responsibility for the procurement of goods and services using clearly established standards and procedures as defined by SPSA policies and various state and/or federal regulations. Work is performed under the supervision of the Executive Director.

### **CRITICAL ELEMENTS OF PERFORMANCE**

Assures that all assigned procurements are in compliance with federal, state and SPSA laws, policies and procedures, as well as state and federal antitrust laws and sound business practices. Assures that the integrity of the procurement process is upheld.

Prepares Invitation for Bids (IFB), Request for Proposals (RFP) and Request for Quotes (RFQ) including the ability to write detailed scope of work for needed projects.

Evaluates prices and responses from vendors to assure compliance with specifications; analyzes and interprets data to determine the most responsive and responsible vendor.

Researches vendor sources for difficult to find items and cross references various items or part numbers.

Prepares and reviews bid specifications prepared by others for compliance with procurement standards and attends pre-bid and post-bid conferences.

Prepares documents for the bid process and forwards them to the Executive Director for review and completion.

Prepares and maintains purchasing records, classifies purchases by budgetary account and balances ledgers. Receives purchasing requests and verifies that budget funds are available.

Updates vendor listing by monitoring responses from vendors on bids, quotations and written requests, and by reviewing trade publications to ensure that appropriate vendors are included in the purchasing process.

Prepares periodic reports for management; performs inventory control duties using automated and manual systems.

Routinely communicates with vendors to obtain quotes, bids and handles inquiries regarding the purchasing process; informs vendors of bid/quote results.

Purchases routine items needed to maintain adequate stock levels. Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.

Handles inquiries from department and vendor personnel regarding purchasing and supply issues.

Ability to obtain Certified Professional Public Buyer or Certified Professional Purchasing Officer certification within 12 months.

Performs other duties as needed and/or required.

### **KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM JOB**

General knowledge of business methods and purchasing practices.

Knowledge of the regulations, laws and procedures used in government purchasing practices including the Virginia Procurement Act.

Ability to communicate effectively with the general public, vendors, sales people, co-workers, supervisors, and other government officials.

Ability to prepare Invitation for Bids (IFB), Request for Proposals (RFP) and Request for Quotes (RFQ) including the ability to write detailed scope of work for needed projects.

Ability to negotiate prices with vendors.

Ability to follow verbal and written instructions.

Ability to use basic office equipment, business computers, related software and automated material management systems.

Ability to prepare written reports.

Ability to interpret and analyze data.

Ability to use mathematics at the high school graduate level or above.

### **MINIMUM QUALIFICATIONS**

Any combination equivalent to an associate's degree in Business Management, Business Technology or a related field and two years of experience in purchasing in an industrial or government organization. Additional course work in business, accounting or a related field is preferred. Valid driver's license required. CPPO, CPM or CPPB certifications are preferred.

Must be able to perform the essential functions of the job

## **ACCOUNTABILITIES**

### **PROCUREMENT SPECIALIST**

1. Effectively and economically procures quality parts, services and equipment using appropriate and ethical business practices in accordance with established procurement laws and policies.
2. Provides effective monitoring of SPSA's procurement procedures, ensuring compliance with SPSA's policies and applicable procurement laws, and consistency in administration among SPSA's departments. Recommends changes to SPSA procurement policies and procedures based on organization needs and changes in procurement laws.
3. Maintains clear and concise communication, and courteous, professional relationships with co-workers, other SPSA employees at all levels of the hierarchy, external customers, and vendors.
4. Maintains accurate automated and manual records and produces accurate and timely reports as required.
5. Follows SPSA administrative policies, procedures, Standards of Conduct, and safety procedures and regulations. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude.

**AMERICANS WITH DISABILITIES ACT  
ESSENTIAL FUNCTIONS LIST**

**JOB TITLE: Procurement Specialist**

<b>ESSENTIAL FUNCTIONS</b>	<b>MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS</b>	<b>% OF TIME</b>
1. Utilizes various computer applications and reviews vendor websites for specifications and pricing.	Mental and physical ability to read, write, type using a keyboard, comprehend, identify errors, and make corrections. Ability to discern colors and specifications of goods purchased.	35%
2. Perform detailed work and make numerical calculations involved to facilitate the procurement of purchases.	Must be able to perform mathematical calculations (add, subtract, multiply, divide). Possess good organizational skills. Must be able to file and maintain file system. Ability to work well under stress and meet deadlines. Ability to present information effectively to groups as well as individuals.	15%
3. Demonstrate knowledge of bidding, purchasing and requisition procedures in accordance with state and federal laws and with SPSA policies and procedures.	Mental ability to make logical decisions and to verbally substantiate recommendations. Mental ability to follow complex oral and written directions, adhere to laws and policies and make decisions consistent with legal and policy requirements. Ability to communicate orally, in writing, and by telephone using the English language. Ability to analyze, gathers facts, and writes concise reports and letters.	20%
4. Provides information to other departments, divisions and vendors.	Must be able to communicate both orally and in writing, clearly and concisely. Interpersonal relation skills required.	20%
<b>MARGINAL FUNCTIONS</b>	<b>MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS</b>	<b>% OF TIME</b>
1. Handle stacks and other items as part of the purchasing process.	Ability to lift up to 25 pounds on occasional basis.	5%
2. Ability to accept and deliver supplies as needed.	Requires kneeling, crouching, reaching and climbing ladders. Ability to use small hand tools and drive a vehicle on public roads. Manual dexterity.	5%

**\* Sufficient vision and hearing required to safely perform the essential functions of the job listed above\***

**ADA STATEMENT**

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:	Date:
Please Print Name:	



**Department of Human Resources**  
 723 Woodlake Drive  
 Chesapeake, VA 23320  
 Office (757) 420-4700, FAX (757) 962-7695  
<http://www.spsa.com>

## APPLICATION FOR EMPLOYMENT

**Effect of Nondisclosure:** Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

### PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State      Zip Code
Primary Contact Number: (      )		check one:    home    work    cell    pager
Alternate Contact Number: (      )		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From:                        To:                        Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any <b>Felony</b> <input type="checkbox"/> or <b>Misdemeanor</b> <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

### COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

## EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)				College				Graduate	
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

## LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From:                      To:	Salary: start                      final
Reason for Leaving:	Hours/Week:                      Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From:                      To:	Salary: start                      final
Reason for Leaving:	Hours/Week:                      Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	



## PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

**Information regarding disclosure of Social Security Number, if applicable.** Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

## ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_ Receipt by \_\_\_\_\_ Date \_\_\_\_\_

**The Southeastern Public Service Authority complies with EEO/ADA guidelines  
and is a drug-free workplace.**