



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PURCHASING OFFICER III	39	B	7.304
PURCHASING OFFICER II	37	B	7.305
PURCHASING OFFICER I	35	B	7.302

SERIES CONCEPT

Under general direction, Purchasing Officers work either within the State’s Purchasing Division or within the Purchasing Divisions of the Nevada System of Higher Education (NSHE) and develop, evaluate, monitor and mediate procurement of goods and services contracts to ensure consistency, uniformity and cost-effectiveness in obtaining services for State agencies in accordance with applicable State and federal laws, regulations, and applicable policies and principles of sound fiscal management.

Interview user agency staff and administrators to obtain information concerning the type, scope, timelines and technical aspects of the goods and services to be procured; develop project-specific definitions, geographic areas, projected changes in regulation or law, products and deliverables, and clearly defined expectations of the procuring agency.

Plan, organize and write requests for proposals, and other types of solicitations, for publication and distribution to potential vendors; establish timelines for solicitation; develop categories and weights of criteria upon which proposals are evaluated; recruit and train evaluation committee members regarding legal requirements, the evaluation criteria and process, and the expectations identified in the proposal.

Open proposals at the specified date, time and place; coordinate and participate in the evaluation of proposals for technical compliance and cost comparison; negotiate with finalists on deliverables, costs and other items to secure the highest quality of service and the best value for the State; request additional information and/or demonstrations as appropriate.

Coordinate negotiations between the user agency, the Attorney General's Office or delegated legal counsel, Risk Management and the vendor; resolve issues concerning the terms and conditions, warranties, legal requirements, payment schedules, appeal processes for disputes, determination of when a process is complete and other issues which may arise; after the vendor is selected, write the contract for execution by the user agency.

Ensure potential vendors are treated fairly and equitably and the procurement of services for the State is conducted in accordance with all applicable laws, regulations, policies and administrative directives. Manage strategic relationships to drive innovation and continuous improvement.

Communicate with user agency directors, administrators and senior staff, potential and selected vendors, risk management staff, deputy attorneys general and others to identify and resolve complex issues, negotiate contracts, and provide and obtain technical information.

Operate office machines including a personal computer to design and produce graphs, charts, spreadsheets, reports, requests for proposal and other documents related to the procurement of services process.

Perform related duties as assigned.

PURCHASING OFFICER III	39	B	7.304
PURCHASING OFFICER II	37	B	7.305
PURCHASING OFFICER I	35	B	7.302

Page 2 of 4

CLASS CONCEPTS

Purchasing Officer III: Under administrative direction, incumbents in this class perform and/or oversee the most difficult and complex procurement assignments; must supervise a unit of Purchasing Officers and may supervise Program Officers, Buyers and/or other staff that support the procurement function; develop policy, operational processes and drafts of legislation in conjunction with the Purchasing Administrator; testify before legislative committees regarding complex procurement of goods and services contracts; assist in the development of curriculum, conduct and/or oversee all training aspects of the division.

Purchasing Officer II: Under general direction, incumbents consult with user agencies to develop, negotiate and award State and national contracts for goods and services to ensure fairness, consistency, uniformity and efficiency in obtaining services to State agencies; manage contracts; conduct webinar instructional meetings and training for vendors and other states. Duties are distinguished from the Purchasing Officer I class by greater complexity and independence in performing job assignments.

Purchasing Officer I: Under close supervision, incumbents perform the duties described in the series concept in a more limited manner. Incumbents perform the less complex procurement duties, as defined by the Division, have less latitude in choosing the manner in which the work is performed and are typically confined within more stringent guidelines than the Purchasing Officer II.

MINIMUM QUALIFICATIONS

PURCHASING OFFICER III

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and four years of increasingly responsible professional experience which included the procurement of services; developing requests for proposal; reviewing requests for proposals; selecting vendors; and negotiating contract terms and preparing individual contracts; **OR** one year of experience as a Purchasing Officer II in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Detailed knowledge of: National Association of Purchasing Managers request for proposal contract negotiation guidelines or equivalent process; contract preparation and administration; procurement; laws, regulations and legal requirements related to the procurement of services. **Working knowledge of:** State legislative processes. **Ability to:** oversee and participate in the procurement of services for the State; develop and administer major contracts for services; testify before legislative committees regarding the validity of specific procurements; draft legislation and provide expert testimony; develop policies, guidelines and regulations governing the procurement of services for the State; review and approve all requests for proposal and other work of subordinates; train, supervise and evaluate the performance of assigned personnel; conduct certification training and instructional meetings; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Detailed knowledge of: State legislative processes; personnel administration; budget preparation. **Working knowledge of:** principles of supervision and training. **Ability to:** plan, organize and oversee the activities of subordinate personnel; critically evaluate the processes used to procure services for State agencies.

PURCHASING OFFICER II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and three years of increasingly responsible experience in procurement, project management related to procurement or related professional field which required analysis of technical and complex

PURCHASING OFFICER III	39	B	7.304
PURCHASING OFFICER II	37	B	7.305
PURCHASING OFFICER I	35	B	7.302

Page 3 of 4

MINIMUM QUALIFICATIONS (cont'd)

PURCHASING OFFICER II (cont'd)

EDUCATION AND EXPERIENCE: (cont'd)

information; preparation of comprehensive written documents; and contract preparation and oversight; **OR** one year of experience as a Purchasing Officer I in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: oral and written communication skills. **Working knowledge of:** procurement; laws, regulations and legal requirements related to the procurement of services; reference manuals such as the National Association of Purchasing Managers request for proposal contract negotiation guidelines; contract preparation and oversight; criteria used to draft and evaluate proposals including cost, timelines, deliverables, quality and effectiveness for specific projects; contract issues such as preparation of an offer and completion of acceptance documents. **Ability to:** research and analyze technical information; understand complex procurement concepts and issues and develop clear, concise and comprehensive contract documents; communicate effectively to obtain technical information; assist user agencies in clearly identifying and specifying services and deliverables to be purchased; negotiate terms and conditions of major contracts; work cooperatively with user agency directors, administrators and senior staff, vendors and others to ensure that services for the State are procured fairly, consistently, uniformly and cost-effectively; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer III.)

PURCHASING OFFICER I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a business-related field and two years of professional experience in procurement, project management related to procurement or related field requiring analysis of technical information, preparation of written documents and contract administration; **OR** one year of experience as a Buyer III in Nevada State service; **OR** an equivalent combination of education and experience as described above.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: oral and written communication skills; computer equipment including word processing, database and spreadsheets. **General knowledge of:** procurement processes including the formal request for proposal process; laws, regulations and legal requirements related to procurement; criteria used to draft and evaluate proposals; contract issues such as preparation of an offer and completion of acceptance documents. **Skill in:** making accurate mathematical computations. **Ability to:** establish and maintain effective working relationships with others; research and analyze information; understand complex concepts and issues; write technical materials using correct English grammar, punctuation, spelling and vocabulary; communicate effectively to elicit information and negotiate terms and conditions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Purchasing Officer II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>7.304</u>	<u>7.305</u>	<u>7.302</u>
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PURCHASING OFFICER III
PURCHASING OFFICER II
PURCHASING OFFICER I

39 B 7.304
37 B 7.305
35 B 7.302

Page 4 of 4

7.304

7.305

7.302

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