Georgia State University  

Job Specification

Job Title: Procurement Specialist II

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<tr>
<th>BCAT Code: 09JX49</th>
<th>Effective Date: June 1, 2011</th>
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<tr>
<td>Pay Grade: G13</td>
<td>FLSA Status: Exempt</td>
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<td>Revision Date: July 1, 2013</td>
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**General Description**
Performs senior level duties as pertain to the purchasing of goods and services, such as maintaining purchasing records, conducting pre-bid/proposal conferences, assisting the Procurement Specialist, Senior in interpreting and determining procurement policies and procedures.

**Examples of Duties**
- Writes and evaluates requisitions; reviews purchase requisitions for adequate specifications and information.
- Aligns the procurement strategy with University policies and objectives.
- Ensures that procurements are in compliance with laws, policies, and procedures.
- Compares costs; evaluates the quality and quantity of supplies, materials, and equipment.
- Works with Accounts Payable to review and analyze the receipt and payment of purchased goods and services.
- Assists the Senior Procurement Specialist in interpreting and determining Board of Regents (BOR) and Department of Administrative Services (DOAS) procurement policies and procedures.
- Maintains purchasing records, such as purchase price, etc.
- Conducts pre-bid proposal conferences; verifies the quantity and quality of purchased materials; authorizes invoice payments.
- Develops and issues invitations to bid; monitors and expedites the delivery of purchased materials.
- Reviews, approves, and executes Requests for Quotation (RFQ) and Requests for Information (RFI).
- Assists in Requests for Proposal (RFP) and contracts.
- Serves as liaison between vendor and departmental personnel.
- Participates in the administration of procurement contracts.
- Reviews requisition orders to verify accuracy, terminology, and specifications.
- Provides quality customer service and training to end-users.
- Performs other related duties as assigned.

**Knowledge, Skills and Abilities**
- Knowledge of professional level purchasing practices and procedures.
- Knowledge of University policies and procedures for purchasing.
- Knowledge of various products and services.
- Effective communication skills.
- Effective organizational skills.
- Ability to interpret contractual documents.

**Minimum GSU Hiring Standards**
Bachelor’s degree and one year of related experience; or a combination of education and related experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*

Office of Human Resources  
Classification Section