Georgia State University

Job Specification

Job Title: Procurement Specialist, Senior

Office of Human Resources
Classification Section

BCAT Code: 09JU08
Effective Date: June 1, 2011
Pay Grade: G15  FLSA Status: Exempt
Revision Date: July 1, 2013

General Description
Performs advanced level professional duties, such as writing, evaluating, and reviewing purchase requisitions for adequate specifications and information, developing and issuing invitations to bid, and serving as liaison between vendors and departmental personnel.

Examples of Duties
- Participates in the administration of procurement contracts.
- Provides feedback to customers regarding the Purchase Order status.
- Provides guidance and assistance to Purchasing Analysts on staff.
- Ensures that procurements are in compliance with laws, policies, and procedures.
- Compares costs and evaluates the quality and quantity of supplies, materials, and equipment.
- Works with Accounts Payable to review and analyze the receipt of purchased goods and services.
- Serves as the lead purchasing representative for processing Facilities public works projects.
- Serves as subject matter expert for Board of Regents (BOR) and Department of Administrative Services (DOAS) procurement policies and procedures.
- Serves as the acting Manager of Purchasing in the absence of the Manager.
- Conducts pre-bid proposal conferences.
- Reviews regularly open encumbrance reports to evaluate potential orders for closing.
- Verifies the quantity and quality of purchased materials.
- Authorizes the payment of invoices.
- Develops and issues invitations to bid.
- Researches product or service lines, prices, product sources, etc.
- Monitors and expedites the delivery of purchased materials.
- Reviews, approves and executes Requests for Quotation (RFQ), Requests for Information (RFI), Requests for Proposal (RFP), and contracts.
- Serves as liaison between the vendor and departmental personnel.
- Prepares, maintains, and reviews purchasing files, reports, and price lists.
- Monitors and maintains information on vendors and their associated performance.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of advanced 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 three years of related experience. Supervisory experience preferred.

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.

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