

# SENIOR PURCHASING SPECIALIST

(Range 118)

## **DEFINITION**

Under general supervision, independently performs a variety of complex responsibilities related to procuring goods, services, and construction in accordance with Nevada Revised Statutes and established District policies and procedures.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision and administrative direction from the General Services Director. Serves as a lead, providing functional technical oversight, training, and guidance to assigned staff.

## **ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:**

### **Essential Functions:**

1. Develops and maintains all solicitation, contract, and related procurement documents to ensure consistency and compliance to District policies and procedures, grants, federal regulations,
2. Nevada Revised Statutes, or other regulatory requirements, as applicable.
3. Serves as internal consultant for departments regarding procurement policies and procedures to answer questions, ensure compliance, and provide direction in the proper method of procurement. Develops and conducts training classes related to procurement processes for District staff.
4. Review and approve purchase requisitions and supporting documents.
5. Assists departments with developing solicitation documents for goods, services, and construction including reviewing scopes of work, specifications, evaluation criteria, and making recommendations. Ensures that content does not include language which is too restrictive, unclear, or otherwise hinders the competitive procurement process.
6. Contacts vendors to obtain quotations and prepares and issues formal and informal bid packages for a variety of good, services, and construction.
7. Initiates, schedules, and conducts pre-bid meetings, pre-proposal conferences, proposal interview/presentation sessions, and public bid openings.
8. Evaluates bids, performing price/cost analyses and assessing the quality and suitability of supplies, materials and equipment; recommends alternate products, commodities or methods when appropriate; summarizes bid responses and prepares bid process documentation and reports; determines lowest responsive and responsible bidder and selects or recommends the selection of appropriate vendor, supplier, or contractor; evaluates and recommends appropriate action to resolve bid protests.
9. Negotiate purchase agreements and contracts on behalf of the District; oversee and monitor negotiations conducted by staff on procurement of goods and services; assist staff in resolving complex purchase, bid, and contract issues; review legal issues with General Services Director and legal counsel as required.
10. Follows-up with departments to ensure the vendor meets the terms of the agreement; serves as liaison, if necessary, to resolve contractual disputes.
11. Utilizes purchasing software system applications.

## **SENIOR PURCHASING SPECIALIST**

### **PAGE 2**

12. Work with Business Office and IT Department staff to audit purchasing software system performance and improve system operations.
13. Conducts studies, when necessary, to determine new or better sources of supply for goods and services; interviews vendors to evaluate products and services and to obtain comparative information for use in developing specifications and other procurement documents.
14. Assists in evaluation of reports, decisions, and results in relation to established purchasing goals and objectives.
15. Manages multiple projects and deliverables with short-targeted completion dates; develops and leads teams and/or projects related to procurement activities.
16. Participates in professional development sessions or seminars; stays current on trends, innovations, and legal developments in the procurement field.
17. Recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services performed.
18. Prepare procurement related agenda items for Board of Trustees approval.
19. Serve as District representative on regional and statewide purchasing committees; provide briefings and presentations to executive management and Board of Trustees.
20. Administer a program/method aimed at increasing participation of minority-owned, women-owned, disabled veteran-owned, and disadvantaged businesses in the District's public purchasing process.
21. Establish and maintain sound records management and tracking methods and procedures for contract, bid, and solicitation files.
22. Prepares and submits memoranda and reports to the General Services Director regarding Department activities.
23. Assist in the disposition and disposal of surplus property in accordance with Nevada Revised Statutes.
24. Responds to all public records requests that are related to the purchasing function.
25. Interacts extensively in person, over the telephone, and via e-mail with District staff and management, outside agencies, and vendors.
26. Responds to inquiries and complaints in a courteous and timely manner.
27. Operates office equipment including but not limited to: computer, copy machine, telephone, and facsimile machine.
28. Operates District vehicles.

### **Marginal Functions:**

1. Participates in meetings, committee work and chairs committees when needed.
2. Attends and participates in professional association meetings and seminars.

**SENIOR PURCHASING SPECIALIST**  
**PAGE 3**

3. Performs related duties and responsibilities as required.

**KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:**

1. Principles, methods, and procedures of public purchasing and contract administration for goods, services, and construction.
2. Nevada Revised Statutes and other federal, state, and local laws, codes, and regulations governing procurement procedures, purchasing operations, and the development and administration of contracts.
3. Purchasing software system applications.
4. Commonly used procurement terminology and acronyms.
5. Standard vendor, price, and purchasing reference sources for materials, equipment, and supplies standard office and record keeping principles and practices.
6. Research techniques and the sources and availability of current information.
7. District policies and procedures.
8. Correct English usage, spelling, punctuation, and grammar.

**Ability to:**

1. Analyze complex purchasing issues, evaluates alternatives, and develops sound, fact-based courses of action.
2. Buy effectively with regard to quality, quantity, and price; use initiative and independent judgment within established procedural guidelines.
3. Interpret, apply, explain, and enforce Nevada Revised Statutes and other federal, state, and local laws, codes, and regulations governing procurement procedures, purchasing operations, and the development and administration of contracts.
4. Maintain accurate records and controls; maintain effective working relationships with those encountered in the course of work; operate a computer and spreadsheet, word processing, purchasing, and other business software.
5. Prepare comprehensive analyses, reports, and presentation materials; and analyze requisitions and review specifications for clarity and appropriateness.
6. Plan and organize work to meet schedules and timelines.
7. Maintain confidential data and information, including purchasing records.
8. Exercise sound judgment and make independent decisions.
9. Maintain professional relationships with those contacted during the course of work.
10. Perform multiple tasks concurrently.

**SENIOR PURCHASING SPECIALIST  
PAGE 4**

11. Work quickly and accurately.
12. Exercise initiative and discretion.
13. Accept and manage change and maintain flexibility.
14. Interpret, explain, and apply District and Department policies and procedures.
15. Work both independently and as part of a team.
16. Understand and follow oral and written instructions.
17. Plan, organize, and conduct meetings.
18. Communicate clearly and concisely, both orally and in writing.
19. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
20. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
  - standing, walking, or sitting for extended periods of time;
  - bending, reaching, stooping, and pushing;
  - lifting and carrying;
  - operating assigned equipment.
21. Maintain effective auditory and visual perception needed for:
  - making observations;
  - communicating with others;
  - reading and writing;
  - operating assigned equipment.

**Skilled in:**

1. The use of basic office equipment and personal computers and associated software.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience:**

Bachelor's Degree from an accredited college or university in business administration, purchasing or a closely related field, AND five (5) years of increasingly responsible professional purchasing experience in a centralized purchasing organization, OR an equivalent combination of education, training, and experience that provides the necessary knowledge, skills and abilities.

**SENIOR PURCHASING SPECIALIST  
PAGE 5**

**Desirable Qualifications:**

Public sector experience.

A public purchasing certification such as a Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) issued by a nationally recognized council or agency.

**Physical Requirements:**

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds); occasional moderate lifting (12 - 20 pounds); and minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require color perception, sound perception, texture perception, visual perception, odor perception, and oral communications ability.

**Environmental Requirements:**

Tasks are performed with infrequent exposure to adverse environmental conditions. Work may involve traveling to different locations within Clark County.

**License, Certificate, or Special Requirements:**

Possess or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

<b>FLSA:</b>	<b>EXEMPT</b>
<b>CBA:</b>	<b>NON-SUPERVISOR UNIT</b>
<b>DEVELOPED:</b>	<b>MAY 19, 2014</b>