

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 000182  
Grade 23**

**PROCUREMENT SPECIALIST II**

**DEFINITION OF CLASS:**

This is professional mid-level procurement work, which involves maintenance and expansion of portfolios of contracting assignments in the Office of procurement covering goods, services and construction required by the County, maximizing competition while balancing varying needs dependent on other source selections and availability of businesses in the particular market matching the County's needs; multidisciplinary in procurement assignments and cross-sectional in client departments; varied duties and processes in assignments. The work requires the ability to resolve problems and work efficiently with departments and other contacts. An employee in this class reviews, analyzes, and develops, among other types, specialized areas of procurement such as multi-agency and best value, often requiring delivery of procurement with a cross-sectional team of stakeholders, taking into account varying needs, competing needs among client departments, and managing progress amidst solving multiple issues to achieve successful outcomes. Employees possess and apply highly developed knowledge of procurement methods, principles and practices and the needs of customers. Contacts are with department/agency personnel, the County Attorney, other Agency Attorneys, Council of Governments, purchasing associations and organizations, businesses including local, small, and minority, Finance, local, State and regional jurisdictions, etc. The purpose of these contacts is to provide advice and consultation, clarify technical data, resolve requirements having legal implications or fiscal issues and other compliance matters, and coordinate purchasing/contractual requirements with departments. Employee exercises considerable initiative and independent judgment in addressing and completing the assigned duties.

Employees in this class require advice or assistance in areas that are unchartered or in the most difficult actions. This class of work entails some public service/assistance, presentations, and training to vendors on how to do business, especially with new vendors.

An employee in this class conducts general and moderately complex procurements, analyzing and researching trends and methodologies for solicitation structure and packaging of Invitations for Bid (IFBs), Requests for Proposal (RFPs), and Requests for Quotation (RFQs), as well as other selection methods. The employee can obligate the County contractually and fiscally, based on delegated thresholds. The employee at this level is proficient in implementing procurement services; arranging the sequence of work; obtaining data, materials and other information; selecting the appropriate method or approach in accordance with policies, training, accepted practices, and comparing alternate paths for optimization in service delivery. At this level, decisions on what needs to be done depend on analysis of the subject, solicitation phase, and issues involved in each assignment. The course of action may have to be decided after considering multiple factors and options. The employee is expected to think creatively and use judgment in interpreting and adapting guidelines in development of purchasing/contracting actions where applicable. These include departmental guidelines, regulations, and other directions to maximize competition opportunities, develop purchasing/contracting actions, and negotiate as issues present within actions. The employee frequently coordinates with departmental and mid-managers and senior managers

and staff to faster development of solicitation design to address new and changing procurement landscapes, including technological innovation, international legislative issues in terms and conditions and cooperative ventures in purchasing/contracting. Complexity of the work derives from the need to determine, review and analyze clients' needs in order to develop appropriate and effective contracting options and solicitation packages. The work is primarily sedentary and performed in an office environment, but off-site events, vendor site visits, representation in regional or other meetings, etc., may be required. During certain periods each year, employees may be required to work comp/overtime.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Reviews and analyzes purchase requests, determines the appropriate procurement method, collects and analyzes technical information, develops solicitation packages, and initiates procurement action utilizing all available methods.
- Meets with senior departmental managers and other staff, including technical experts to discuss and analyze the solicitation and contract documents; coordinates needs with other departments and agencies; develops cooperative purchasing; facilitates competition and coordinates actions so that all applicable processes are followed and timelines monitored.
- Plans and implements replacement projects for varying programs, marketing county business opportunities, identifies funding sources in coordination with departments, and documents findings, including responsibility and responsiveness.
- Provides technical purchasing assistance to departments and vendors in creating consistencies within documents and resolving issues related to solicitation projects.
- Compiles data, information, and resources for reporting.
- Makes presentations to businesses and groups to explain the County's purchasing/contracting program and initiatives.
- Advises the Qualification and Selection Committee as issues arise and helps to resolve them.
- Provides consultation and/or management of single and multi-agency contracts; initiates new contracts and contract renewals, modifications, and extensions; ensures pricing agrees with contracts, and that price increases fall within contract allowances and no unfunded liability. Maintains awareness of new products, price changes, and other information that could affect purchasing of items, and recommends item substitutions to avoid or reduce costs and/or improve delivery time.
- Develops supply sources and confers with supplier representatives to ensure full understanding of contractual requirements.
- Prepares documentation/correspondence for review and approval by the Contract Review Committee and the Chief Administrative Officer.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of procurement/contracting principles, practices, and methodologies. Knowledge of the methods and procedures in several commodity areas, and of the techniques of specification writing.
- Considerable knowledge of the variety of supplies, material, equipment, and services essential to County Government operation.
- Considerable knowledge of the best sources and appropriate prices for the procurement of items requested.
- Some knowledge of the methods of analyzing some statistics/data and interpreting the research.

- Considerable knowledge of the laws, ordinances, and other requirements governing procurement, including impacts of local, State and regional issues.
- Considerable knowledge of current literature in the field of governmental procurement, as well as modern concepts, principles, and practices relative thereto.
- Interpersonal skill to establish and maintain effective working relationships with a diverse group of people including business executives, organizations/associations, purchasing groups, etc.
- Ability to communicate clearly and effectively, orally and in writing and to prepare reports.
- Skill in the use of computers and electronic data sources and information systems.
- Ability to attend meetings and perform work assignments at locations outside the office.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three (3) years of professional purchasing experience.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

The individual appointed or promoted to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** July 1973

**Revised:** August 1977

March 1977

**Classification Study:** May 1991 (M)

**Classification Study:** January 1996 (MQ)

**Classification Study:** April 2000 (M)

December 2012

August 2013

**Updated Minimum Qualifications and License:** July 2022