

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

**Code No. 000183
Grade 18**

PROCUREMENT SPECIALIST I

DEFINITION OF CLASS:

This is entry level professional procurement work to provide supplies, equipment and services required by the Montgomery County Government. Performance of work at this level requires knowledge of procurement methods, principles and practices. Contacts are with department/agency personnel to clarify technical data, provide and verify information and report status of procurement actions; with the Office of the County Attorney to ensure legal compliance; with Finance staff to ensure sufficient funding; and with vendors to obtain pricing, delivery, and other procurement-related information. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class in the Office of Procurement conducts informal procurements, and develops and conducts the less difficult Invitations For Bid (IFBs), Requests For Proposal (RFPs), and other source selection methods under supervision of a higher level Procurement Specialist. The employee completes the more routine assignments independently, and seeks assistance, including help on procurement methods and technical and practical advice on assisting in updating written specifications and identifying additional sources for new, difficult, or unusual procurements. Work requires the application of developed procurement knowledge; combination of commodity and services procurements; services are generally less complicated than that of higher level specialists; work may involve managing contracts resulting from more complex solicitations issued by higher level specialists. Employees become proficient in their assigned class of procurements and client needs and gain the ability to work independently in assigned areas; working with a high volume of clients with multiple, varied, and changing client needs. Guidelines exist in the form of Federal, State and County procurement regulations, internal purchasing procedures, and the terms and conditions of contracts and agreements; incorporating contract compliance and regulatory adherence. The complexity of the work stems from the lengthy rules and procedures to be followed, the variety of products and services, and time constraints. The work requires analysis to compare costs, delivery times and quality of products. The scope and effect of the work is derived from its impact on the quality of operations of County Government through prompt deliveries of goods and services at competitive prices. The employee can obligate the County contractually within delegated thresholds. The work is primarily sedentary and performed in an office environment, but some off-site work, including visits to construction sites, 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 technical information and develops bid specifications, initiates such procurement action as routine IFBs, RFPs, and other source selection methods.
- Analyzes solicitation bids, tabulates and determines low, responsive, and responsible bidder, recommends award of contract, or places purchase orders for goods and services not requiring formal advertisement for bids/proposals.

- Meets with representatives of County departments to clarify purchase requirements, and to explain procurement-related procedures involving the bidding process, purchase and change orders, and other solicitations.
- Coordinates adjustments with suppliers involving such matters as replacement of material not in conformance with specifications or cancellation of orders, and insures receipt of proper credit.
- Administers single and multi-agency requirements contracts; initiates contract renewals, modifications, and extensions; ensures pricing agrees with contracts, and that price increases fall within contract allowances.
- Maintains awareness of new products, price changes, and other information that could affect the purchasing of items, and recommends substitution of items to reduce cost or improve delivery time.
- Develops supply sources, and confers with supplier representatives to ensure full understanding of bid requirements.
- Prepares documentation/correspondence for review and approval by the Contract Review Committee and the Chief Administrative Officer.
- Verification of funding requirements and needs and funding liability satisfied through encumbrance or certification of appropriation.
- Presentations and meetings as need in the County and external.
- Analysis and determinations for resolving purchasing/contractual issues.
- Prepares other necessary correspondence and reports.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of procurement methods and procedures as well as techniques of specification writing.
- Ability to acquire knowledge of the supplies, material, equipment, and services essential to County Government operation.
- Ability to acquire knowledge of the best sources and appropriate prices for the procurement of items requested.
- Knowledge of current literature in the field of governmental procurement, as well as modern concepts, principles, and practices relative thereto.
- Ability to appropriately describe in technical language items to be procured.
- Ability to establish and maintain effective working relationships with a diverse group of people; this includes development of knowledge of departmental procurement needs.
- Ability to develop requisite skill in written communication to review, prepare and use a wide variety of technical and non-technical written information.
- Ability to develop skill in oral communication to exchange information with County employees, vendors and others.
- Skill in the use of computers and ability to use electronic data sources and information systems.
- Ability to attend meetings and perform work assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: One (1) year of professional experience in purchasing work.

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

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

PROBATIONARY PERIOD:

Individuals appointed to a position in 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.

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.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: July 1973

Revised: August 1977

March 1987

Classification Study: May 1991 (M)

Classification Study: April 2000 (M)

December 2012

August 2013

October 2014