

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

**Code No. 200184
Grade 25**

PROCUREMENT SPECIALIST III

DEFINITION OF CLASS:

This is full performance professional procurement work, which involves conducting detailed analysis and providing recommendations and performing wide variety of complex procurement assignments, which often include special issues and incorporate project oriented enterprise projects. The work spans multiple purchasing categories, and can be complicated by the technical nature of the subject matter. Work also involves implementation and monitoring of purchasing and contracting needs reaching executive level that have high level fiscal and programmatic impacts. Contacts are with other employees and management staff within Procurement/DGS, Department/Agency heads and their managers and staff employees, elected officials and staff in the Executive branch as well as those in Legislative branch, local, State, and regional government agencies, Law firms, limited media, businesses, and purchasing associations/organizations. The purpose of these contacts is to advise, persuade, negotiate, present analysis and recommendations of purchasing and contracting issues which have significant impact on operations and fiscal decision making, and other issues which have either political, legal, fiscal, social, environmental, and/or service delivery implications. This class of work may require employees to meet or speak with the general public, businesses, and other organizations, including presentations and representation at trade shows, forums, etc. And, for example, for new businesses interested in learning about and participating in her procurement process, it may entail some public service/assistance.

As a senior procurement professional, an employee in this class serves as a fully skilled member in one of the organizational teams/units of Procurement Specialists which are assigned within the Office of Procurement. This class of work is distinguished from the next lower level in this series in that employees in this class have assignments, including Invitations For Bid (IFBs), Requests For Proposal (RFPs), and Requests For Quotation (RFQs), negotiations, determination and findings, etc. which are more varied and complex, have a greater impact across more issues and purchasing categories, and maintains a higher and more diversified level of contacts with more opportunity to meet and discuss with department/agency heads and managers on subjects involving disagreement and controversy. Work includes analysis and validation of justifications for procurement actions such as sole source or non-competitive procurements or contractor/procurement terminations. Employees in this class may receive training and mentoring from a higher level Specialist, but get general supervision from a Supervisory Procurement Specialist/ Manager who defines objectives, priorities and deadlines.

Employees in this class plan and carry out successive work steps that may require general assistance or policy guidance from their supervisor, and select methods and procedures by which to complete their work. Completed work is reviewed and evaluated for accuracy and analytical soundness in relation to established policies and other requirements. Guidelines used in the work take the form of laws, regulations, policies, and procedures. Since these guidelines are not fully applicable to the work (especially new or unusual situations), employees are expected to develop alternative approaches and steps within the generally accepted practices of the occupation. Independently plans, coordinates with

others, and resolves problems in work assignments, usually deciding what approach to take, and advising the supervisor of sensitive or potentially controversial matters. Employees as part of development may train and mentor lower level specialists. The complexity of this class is evidenced by the variety of assignments involving a wide range of processes and methods, and which often require employees to evaluate information which is contradictory and/or incomplete. In that regard, employees are expected to research, identify, evaluate and otherwise bring information from a variety of sources when simultaneously considering several work issues/assignments. Tight and often conflicting deadlines, coordination of work activities with other affected persons and groups, employee application of writing, public speaking, and time management skills, and the use of sophisticated computer programs and systems to facilitate work completion further characterize the complexity of this class. The impact of properly performed work is realized by the careful and deliberate analysis of and recommendations concerning a variety of often complex purchasing/contracting issues, the results of which affect other departments and organizational units through decisions by executive management. Employees are expected to plan their work assignments, understand, interpret, and apply broad policies to specific issues, and recommend and justify changes of how these should be implemented. Employees exercise sound judgment in the identification and selection of issues, alternatives considered, and options recommended. Employees in this class have the authority to obligate the County contractually based on delegated signatory authority, which is generally less than that of higher level specialists but more than that of lower level specialists. The work is primarily sedentary and performed in an office environment, but some off-site work, including visits to contractor sites, participation in forums, etc. may be required, with some periods of walking, standing, bending, carrying of contract files and documentation/regulations, and requiring the use of computer terminals to accomplish work objectives. During certain periods each year, employees may be required to work comp/overtime.

EXAMPLES OF DUTIES: (Illustrative Only)

- Within assigned areas of procurement, reviews and analyzes Departmental/Agency purchasing/contracting requests and similar requests (e.g., Cooperatives) from other agencies such as the Board of Education, Maryland-National Capital Park and Planning Commission, Montgomery College, Municipalities, etc.; determines implications (e.g., fiscal, legal, service delivery, political, etc.) of the purchasing/contracting requests; identifies alternative approaches and courses of actions, presents the strengths and weaknesses before managers and regional/State representatives and other key decision makers.
- Monitors assigned Department/Agency purchasing/contracting actions by identifying issues and problems requiring attention, by obtaining and analyzing information through periodic reviews, and by conducting analysis of actions processed.
- Prepares applicable reports and findings, provides guidance to key decision makers and managers, and follows through on agreed-upon actions.
- Conducts a variety of research and analysis on source selection and emerging purchasing practices coordinating with others on multiple issues.
- Meets with appropriate management and staff or other officials to discuss proposals, modifications, changes, alternatives and/or resolve problems.
- Analyzes and recommends action concerning purchasing/contracting requests for changes in methods, compensation structure, multiple funding sources including various granting authorities, financing, etc.; ensures proposed actions comply with rules, regulations and laws, and are the best value as applicable.

- Represents the Office of Procurement at forums and organizational/association meetings by providing information in assigned area(s).
- Negotiates, coordinates and develops solutions with supervisory approval on critical actions. Maintains considerable coordination and independence initiation of contacts.
- Keeps abreast of trends and technical changes in the field. Considerable coordination with contractors on escalated contractual issues.
- Maintains close liaison with suppliers' representatives and the general market on product/service developments, changes in delivery, pricing considerations, etc.
- Conducts comparative studies to determine opportunities for price and cost reduction, and reviews assigned areas of procurement for consolidation of requirements, balancing of cooperatives, multi-agency, and unbundling requirements, which can be competing and identifies the appropriate fit for each.
- Prepares and presents assessment of regulatory compliance regarding procurement/contract documentation and justification submitted by departments for review and approval by the Contract Review Committee, Procurement Office Director, and the Chief Administrative Officer.
- Provides guidance as needed to department representatives regarding procurement policies and procedures; provides input regarding revisions to procurement regulations.
- Performs training to staff within operations and to departmental administrators on assigned areas that are applicable to others.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of procurement/contracting principles, practices, methods, and techniques.
- Considerable knowledge of the variety of purchasing types, sources, and products/services essential to County Government operation.
- Considerable knowledge of the best selection methods and pricing trends.
- Considerable knowledge of the laws, rules, and regulations governing the preparation, review, and implementation of purchasing/contracting requests.
- Considerable knowledge of the operation and organization of the Department/Agencies assigned to this position.
- Considerable skill in identifying, synergizing, and evaluating complex purchasing/contracting issues and assignments, bringing information together from variety of sources, and selecting appropriate approaches.
- Considerable skill in negotiating complex issues with key decision makers, management and staff.
- Considerable skill in expressing ideas, recommendations, solutions, clearly both orally and in writing.
- Ability to plan, set priorities, and organize work assignments to meet tight and often conflicting deadlines.
- Ability to work tactfully and effectively with employees, supervisors, managers, officials in Departments/Agencies, contractors, and other jurisdictions.
- Ability to use automated systems and electronic technology and software as tools for analyzing, processing, and reporting on actions.
- Ability to attend meetings and perform work assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Considerable professional experience (three (3) years) in the field of public sector procurement and contracting.

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

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

LICENSE:

- Certified Professional Public Buyer (CPPB) certification or equivalency.
- 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:

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.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: December, 2012

Revised: August, 2013