

Purchasing Specialist Competency Profile

Description of Work:

Positions in this band are responsible for procurement activities within a State agency, university, or large institution. Work involves managing all procedural aspects of purchasing activities within State and Federal laws, North Carolina Division of Purchase and Contract rules and regulations, agency/university policy and procedures. Work involves regular communication with internal and external customers and clients. Work may involve negotiation between parties, verification of availability of funds, advising management on proper allocation of funds, and input into budget development. Work may involve the oversight of warehousing, receiving, surplus functions, and other auxiliary functions.

Role Descriptions by Competency Level		
Contributing	Journey	Advanced
<p>Responsible for procurement activities in the area of assignment. Work involves performance and execution of all procedural aspects of purchasing activities. Resolves technical problems independently and maintains frequent contact with program managers, vendors, and the North Carolina Division of Purchasing and Contract staff. Work may include limited analysis of material usage to determine appropriate inventory levels and reorder points.</p>	<p>Responsible for managing procurement activities in the area of assignment, characterized by moderate scope and complexity. Administrative aspects of work may involve verification of availability of funds, advising management on proper allocation of funds, guiding departmental personnel in defining their scope of material or work and input into budget development. In large institutions, may be responsible for certain procurement activities for departments or other entities and/or agencies. Work may include leading and/or supervising lower level staff.</p>	<p>May serve as a subject matter expert in an area of moderate scope and complexity or as a supervisor, project manager or team lead in a variety of purchasing activities. Work involves managing, or assisting in the management, of all procedural aspects of purchasing activities. Also involves significant involvement in the development of internal operating policies.</p>

Note: Competency statements are progressive and not all competencies apply to every position/employee. Evaluate only those that apply. For positions with some supervision consider the highest level of professional work performed.

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Professional Knowledge: Possession of professional skill and/or knowledge of large scale purchasing, laws, policies, regulations, practices and purchasing methods and procedures, General knowledge of accounting principles and methods in relation to purchasing. Knowledge of applicable sources, prices, market factors and product characteristics of the assigned commodities and/or services.

Contributing	Journey	Advanced
1. Applies basic working knowledge of state and federal procurement laws, contract law, purchasing practices, and quality of goods/commodities and/or services being purchased.	2. Applies thorough knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services being purchased. Stays abreast of changes in purchasing methods and practices.	1. Applies expert knowledge of purchasing methods and procedures and various grades and qualities of goods/commodities and/or services or being purchased.
2. Applies basic working knowledge of accounting principles and methods in relation to purchasing needs.	2. Applies thorough knowledge of accounting principles and methods of contracting in relation to purchasing needs.	2. Applies expert knowledge in the review and analysis of specialized procurement issues.
3. Implements established rules and regulations; reviews work for compliance to standards, and may propose procedural changes and/or policy revisions.	3. Interprets established rules and regulations, reviews work for compliance to standards. Proposes procedural changes and policy revisions for approval.	3. Applies expert knowledge of the specialized subject area and related procurement laws and regulations. Analyzes rules and regulations and standards, develops and recommends procedural and policy changes.
4. Utilizes information technologies to meet work needs.	4. Accesses/queries information technology to facilitate program goals and procedures.	4. Applies expert knowledge of technology to respond to unusual IT situations.

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Coordination of Work Flow: Determines and executes work flow for purchasing process; collects and reviews purchasing information; monitors and applies procedures. Determines and executes final purchasing decision. Prepares and maintains records.

Contributing	Journey	Advanced
1. Applies and interprets established rules and regulations to review routine request for accuracy and thoroughness.	1. Independently administers and reviews work for compliance of moderate complexity and/or scope.	1. Administers reviews and enforces work of significant complexity and/or scope.
2. Determines and executes application of the proper procurement methods and procedures for routine purchases.	2. Executes work of moderate complexity and/or scope. Analyzes and determines appropriate purchasing methods and/or alternative course of action.	2. Executes work of significant complexity and/or scope, may have final authority.
3. Prepares and maintains records of some complexity.	3. Maintains complex records to prepare reports and tabulations.	3. Prepares and maintains complex records to prepare reports and tabulations from these records.

Negotiation: Ability to confer with others to reach resolution. Ability to explore alternatives and positions to reach outcomes that gain the support and acceptance of all parties.

Contributing	Journey	Advanced
1. Identifies issues for routine purchasing actions, assesses position of each party, may explore and recommend alternatives, with oversight.	1. Independently identifies issues of moderate complexity and/or scope, assesses position of each party, explores alternatives and facilitates resolution.	1. Identifies issues of significant complexity and/or scope. Assesses position of each party, explores and develops creative alternatives, facilitates and implements resolution.

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Customer Service/Communication: Develops and maintains strong relationships with departmental personnel, vendors and other customers/clients both orally and in writing. Manages negotiations between vendors and internal customers/clients. Supports and encourages improved customer service behavior. Attends training sessions, holds meetings and informs customers of new procedures, contract changes. Provides input to improve communications with customers.

Contributing	Journey	Advanced
1. Establishes, develops and maintains relationships with departmental personnel, vendors and other customers/clients.	1. Develops and maintains strong relationships with departmental personnel, vendors and other customers/clients.	1. Creates networking opportunities for building better working relationships.
2. Responds to routine/basic requests.	2. Utilizes appropriate method of communication to convey pertinent information.	2. Develops creative approaches to convey information.

Managing Work and Performance: Assigns work and establishes work rules and acceptable levels of quality and quantity of work; reviews work and evaluates performance of others, and develops individuals' competencies.

Contributing	Journey	Advanced
1. Executes policies and procedures of area of assignment.	1. May supervise and ensure that policies and procedures are communicated. May participate in training and the development of individual competencies, instructions, and performance evaluations.	1. Ensures that policies and procedures are communicated. Provides training and instruction as needed to develop individual competencies.

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Recommended Minimum Training Guideline: Graduation from a four-year college or university; or a two year associate degree with two years of related experience; or an equivalent combination of education and experience.

Special Notes: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.