

HRSD

Position Description: Procurement Specialist

Section I. Position Reference Information

a.	Department	Finance
b.	Division	Procurement
c.	Position Title	Procurement Specialist
d.	Immediate Supervisor	Chief of Procurement
e.	Work Center	Thurston Satellite Office
f.	Grade	6

Section II. Position Summary

Under broad guidance, the Procurement Specialist is responsible for:

- a. Providing the necessary resources that establish a foundation in supporting HRSD's mission to protect public health and the waters of Hampton Roads by treating wastewater effectively
- b. Performing professional and technical duties required for purchasing, renting, leasing, or otherwise acquiring commodities construction and professional services
- c. Joining with suppliers and clients to secure quality commodities in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially
- d. Providing client support & collaboration in the area of planning and solicitations
- e. Providing excellent service to clients

Section III. Examples of Position Duties

- a. Develops Request for Proposals for competitive negotiations in accordance with local, state, and federal regulations; identify appropriate Contractors and potential supply sources; create statement of needs; determine evaluation and award criteria, reporting, delivery requirements, special terms, conditions, and contract requirements; perform cost analysis; train and supervise evaluation committee activities; conduct pre-proposal conferences; conduct public proposal closing; review proposals for compliance; lead and participate in the formulation of strategy and the negotiation of pricing, delivery and terms and conditions; review evaluations and award contract
- b. Develops Invitation for Bids for competitive sealed bidding in accordance with local, state, and federal regulations; identify appropriate Contractors and potential supply sources; create scope of work and assist in specification development; determine appropriate special terms and conditions, contract requirements, and develop pricing schedule; conduct pre-bid and pre-work conferences and public bid openings; review bids for compliance and award contract
- c. Manages contracts to ensure compliance by both the Contractor/ Supplier and HRSD; monitor Contractor/ Supplier performance, resolve price and quality disputes; negotiate and approve modifications to contracts; negotiate renewals for contracts
- d. Supervises and coordinates work and projects assigned to Procurement Assistants; review work for accuracy and compliance with procurement policy and procedures
- e. Communicates with clients in the development of projects, the planning of procurements and scheduling of procurement functions; clarify policies and procedures for clients and bidders; prepare notices for awards, advertisements, amendments and cancellations;

- respond to Contractor/ Supplier inquiries/protests and user inquiries either written or verbally; communicate procurement policies and procedures with HRSD staff, general public, state and local officials, Contractors, Suppliers, and manufacturers
- f. Maintains global marketplace intelligence regarding Contractors’/ Suppliers’ economic viability, financial strength, technical capability, management philosophy, and labor situation; perform product research, value and trend analysis, and life-cycle costing studies, product and service availability; establish sources of new products and technologies
- g. Coordinates and develops solicitations for the disposal and/or transfer of scrap, surplus, excess and obsolete HRSD property; solicit spot bids, sealed invitations for bid, or arrange for public auctions; negotiate price agreements, demolition schedules, storage fees, terms and conditions
- h. Procurement Specialists are considered essential personnel and are required to respond in emergencies to assure availability of essential material critical to the operation of HRSD; Procurement Specialists expedite acquisitions of commodities in emergency/priority situations, while seeking competition to the maximum feasible degree; maintain hurricane readiness procedures
- i. Continuously seeks ways to improve the procurement process and recommend changes that enhance the quality of services provided
- j. Performs other duties as assigned

Section IV. Position Contacts

- a. Standing Committees, Boards, and Organizations
 - 1. Required
 - a) Leader – HRSD Pro-Teams
 - b) Leader – Solicitation Review and Evaluation Committees
 - c) Member – Division QST
 - d) Member – National Institute of Governmental Purchasing (NIGP)
 - e) Member – Quality Improvement Teams as required
 - 2. Desired
 - a) Member – Relevant professional organizations, including VAGP, ISM, RPN
 - b) Member – Relevant user groups

b. Internal Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Clients	Work with frontline employees, supervisors, managers, chiefs, and directors on procurement issues; ensure the procurement objectives for HRSD are clear and understood by all clients; identify and clarify needs and requirements; develop procurement strategy; problem solving; project scheduling and coordination; communicate and interpret Virginia Public Procurement Act (VPPA) and HRSD Procurement manual policies, procedure, and processes; provide guidance, knowledge, and insight on professional and technical procurements; discuss and provide guidance for procurement planning, procurement methods, contract development, specification development and evaluation methods; provide guidance and approval on priority, sole source and emergency procurement requests; expediting	Daily

	priority requests	
Accounting & Finance Personnel	Resolve policy abuse issues; material management issues; contract issues and disputes; resolve contract compliance and Contractor/ Supplier issues	Daily/ Weekly
Procurement Specialists	Work in a team environment to identify quality improvement areas; coordinate planning efforts for increased efficiency, as well as increased cost savings/cost avoidance; identify issues of concern or other information on divisional issues and initiatives	Daily
Procurement Assistants	Supervise and coordinate work and projects assigned; review work for accuracy and compliance with procurement policy and procedures; fulfill the role of trainer, as well as mentor	Daily
Chief of Procurement	Exchange of information on daily operations, project management, issues of concern or other information on departmental and organizational issues and initiatives	Daily/ Weekly
Division QST	Collaborate and participate in quality improvement efforts; exchange information, provide input and recommendations related to division, department and organization	Weekly
Procurement Analyst	Work is periodically audited for accuracy and compliance with procurement policy and procedures; receives training, as well as mentoring; works with to identify issues of concern or other information on divisional issues and initiatives	Daily
Strategic Sourcing Manager	Work in a team environment to identify quality improvement areas; coordinate planning efforts for increased efficiency, as well as issues of concern or other information on departmental and organizational issues and initiatives; receives training, as well as mentoring	Weekly

c. External Contacts

<i>Contact</i>	<i>Purpose</i>	<i>Frequency</i>
Offerors, Bidders, Contractors, Suppliers, Distributors and Manufacturers	Work with representatives on procurement issues; clarify, educate and train on Virginia Public Procurement Act (VPPA) and HRSD Procurement manual policies, procedure, and processes; identify and clarify needs and requirements; discuss procurement strategy; discuss sources of supply and availability; evaluate and resolve protest of contract awards and procurement processes; negotiations; qualify Contractor/ Supplier, product qualification and testing; pre-proposal and bid conferences, bid openings; specification disputes, contract disputes, contract default; Contractor/ Supplier quality performance issues, Contractor/ Supplier suspension/ debarment; interpretation of the Virginia Public Procurement Act and HRSD procurement manual and other legal requirements	Daily
State Agencies, Municipalities, Cities, Counties, Towns, and Regulatory Agencies	Cooperative procurements, consolidation of agency requirements, development of joint purchase agreements; research information for technical procurements, development of highly technical specifications; network with other agencies and research and evaluate other agency	Weekly

	procurement processes and procedures for continuous improvement in HRSD procurement processes	
Institute for Supply Management,, National Institute of Governmental Purchasing, Virginia Association of Governmental Purchasing and other professional purchasing institutions	Market research information for highly technical procurements; research for solicitation development; certification and re-certification requirements; training opportunities	Weekly
HRSD and Other Attorneys	Solicit clarification and guidance with HRSD and other attorneys to resolve procurement issues, contract disputes, protests, contract default, procurement ethical issues, procurement policy and Virginia Public Procurement law changes/updates	Monthly/ Quarterly

Section V. Position Accountabilities and Expectations

- a. Compliance – Ensure compliance with the Virginia Public Procurement Act (VPPA), HRSD Procurement Manual policies and procedures, Uniform Commercial Code, Conflict of Interest Act, contract law, National Institute of Governmental Purchasing Standards for Ethical Purchasing Practices, and all local, state, and Federal regulatory standards 100% of the time; Ethics and confidentiality maintained 100% of the time
- b. Financial – Realize maximum cost savings and cost avoidance through fair and open competition; contracts for purchasing, renting, leasing, or otherwise acquiring commodities, services, construction and professional services secured at the lowest possible cost from a responsive and responsible Contractor/ Supplier; obtain maximum value for every dollar spent
- c. Process – Contribute to and support quality improvements in procurement processes, as well as all aspects of the supply chain by understanding and proactively seeking to meet the clients’ needs and expectations; provide procurement services provided in an efficient, effective, and economical manner; knowledge of market conditions relating to product and service pricing and availability; skill in analyzing, selecting and implementing proper procurement decisions and actions; contract negotiations; drafting solicitation contracts and related documents; communicating both orally and in writing; planning, organizing and coordinating; ability to conceptualize all aspects affecting procurement; develop statement of needs/scope of work and procurement specifications
- d. Human Resources Management – Participate in and support a team environment; treat everyone with fairness, respect, and courtesy; effectively utilize the time and skills of others; train and develop procurement support personnel, as well as clients and sourcing partners
- e. Client Satisfaction – Proactive to our clients’ needs by providing quality services in an efficient, economical and professional manner; dedicated to achieving excellence in providing procurement services and attaining recognition as a knowledgeable and innovative professional; strive to provide quality “client oriented” procurement services; committed to innovation, teamwork and the success of clients; Establish and maintain effective communications; use sound judgment in the application of laws, regulations, policies and procedures; exert initiative in administrative problem solving
- f. Timeliness – Work in a quality driven, fast paced, multiple tasked and deadline oriented environment; meets deadlines for solicitations, contractual issues, protest and disputes, and projects; respond promptly to clients and sourcing partners; resolve procurement related issues in a timely manner to minimize the negative impact on HRSD

Section VI. Working Conditions

- a. Must be able to work at a professional and technical level in a team oriented culture
- b. Indoor work environment within an office setting, as well as warehouse and construction/ job site environments that may be hot, cold, misty, and/or unventilated; extensive use of computer and business office technology, as well as some use of warehouse technology are required
- c. Must be able to travel to and participate in off-site pre-bid/pre-proposal meetings, pre-work meetings, site visits/inspections, including but not limited to walking and inspecting sites, equipment and building structures
- d. Must be able to work effectively in a busy office environment with deadlines and continuous interruptions
- e. Must be able to work overtime and/or unusual hours as necessary
- f. Must be able to establish and maintain effective working relationships with clients and and the business community
- g. Must be able to work with and retain confidentiality of a variety of procurement information
- h. Must be able to travel within and outside the service area to meetings, conferences, tradeshows, and other professional events

Section VII. Physical Requirements

- a. Must have the physical dexterity to accomplish the duties defined herein
- b. Must be able to walk, climb, bend and stand at least 20% of workday
- c. Must be able to climb ladders and steps
- d. Work requires light lifting ability (20 to 50 pounds)
- e. Works, at times, in an OSHA designated noise environment
- f. Must be able to drive to various work centers, contractor/ supplier locations, jurisdictional offices and construction/ job sites
- g. Must be able to work in an often high stress, client support environment within an office setting, as well as warehouse and construction/ job site environments that may be hot, cold, misty, and/or unventilated

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer
- c. Must be able to obtain and maintain a TWIC (Transportation Worker Identification Credential) card

Section IX. Qualification Standards

- a. Education
 - 1. Required
Bachelor's degree with coursework that supports the technical competencies below
 - 2. Desired
Bachelor's degree in Purchasing, Procurement or Supply Chain Management or related discipline
- b. Experience
 - 1. Required
Four years of progressively responsible professional and technical experience in procurement
 - 2. Desired

Four years of progressively responsible professional and technical experience in public sector procurement

c. Training Levels

Personnel in this category are fully qualified at grade 6 with an appropriate bachelor's degree, certification and at least three years of appropriate experience; the following training levels and years of experience are established for personnel who are not fully qualified

Grade 6a – 3 years of applicable experience and ¾ hours toward Bachelor's degree; if not certified, 64 contact hours in purchasing seminars/courses in preparation for certification

Grade 6b – 3 years of applicable experience and ½ hours toward Bachelor's degree or an Associate's degree; if not certified, 32 contact hours in purchasing seminars/courses in preparation for certification

Grade 6c - 3 years of applicable experience and ¼ hours toward Bachelor's degree, if not certified, 16 contact hours in purchasing seminars/courses in preparation for certification

Grade 6d - 3 years of applicable experience and high school diploma

Failure to satisfactorily and continually progress through training levels will result in removal from the position and potentially employment with HRSD

d. Job-specific Technical Competencies

1. Required

- a) Use knowledge of state and local procurement laws, policies and procedures, Virginia Public Procurement Act, Virginia Conflict of Interest Act, contract law and the Uniform Commercial Code
- b) Use knowledge of modern methods of purchasing, inventory control, traffic and transportation, receiving and inspection, contract administration, and surplus disposal
- c) Use of web-based, automated procurement system, Microsoft Office applications and other required software at an advanced proficiency level
- d) Apply knowledge of sources of supply, market conditions and price trends, and types and quality of commodities being purchased
- e) Apply knowledge of standard types, forms, and legal requirements of competition and contracting
- f) Apply skills in analyzing, selecting and implementing proper procurement decisions and actions
- g) Apply negotiation skills in contract negotiations, as well as other varied workplace situations
- h) Demonstrate skills in planning, organizing and coordinating
- i) Demonstrate ability to conceptualize all aspects affecting procurement; development of statement of needs/scope of work and procurement specifications
- j) Establish objectives, performance criteria, procedures, and measures regarding procurement
- k) Establish and maintain effective communications, both orally and in writing

- l) Use sound judgment in the application of laws, regulations, policies and procedures
 - m) Exert initiative in administrative problem solving
 - n) Demonstrate ability to develop highly effective working relationships with all HRSD General Manager, Directors, Chiefs, Managers, Supervisors, and other employees
 - e. Job-specific Behavioral Competencies
 - 1. Sets Clear Performance Goals
 - a) Actively uses all available resources toward maintaining high levels of competencies that parallel the most recent methods, philosophies and approaches
 - b) Clearly communicates expectations for results, timeliness, quality and other important parameters
 - c) Establishes deadlines for delivery of results
 - d) Evaluates, determines and refines roles, responsibilities and expectations related to various projects throughout the organization; Insists on and insures clarity of role and/or functions
 - f. Special Licenses
 - 1. Required
 - a) Possess and maintain professional certification by a nationally recognized professional purchasing organization
 - b) Valid driver's license from state of residence
 - 2. Desired
 - Virginia Contracting Officer (VCO) certification