

HRSD

Position Description: Procurement Specialist

Section I. Position Reference Information

| | | |
|----|----------------------|---------------------------------|
| a. | Department | Finance |
| b. | Division | Procurement |
| c. | Position Title | Procurement Specialist |
| d. | Immediate Supervisor | Procurement Analyst |
| e. | Work Center | 1434 Air Rail Ave (Main Office) |
| f. | Grade | 6 |

Section II. Position Summary

Under broad guidance, the Procurement Specialist, must ensure compliance with the Virginia Public Procurement Act (VPPA), HRSD Procurement policies and procedures, Commission Governance Guidelines, Uniform Commercial Code, Conflict of Interest Act, contract law, National Institute of Governmental Purchasing Standards for Ethical Purchasing Practices, Federal, State, and local regulations while saving HRSD money on every procurement when possible.

The Specialist performs professional and technical work required for purchasing, renting, leasing, or otherwise acquiring commodities, services, construction, and professional services. Works with suppliers and HRSD departments to secure quality goods and services in a timely manner and at a reasonable cost while ensuring that all purchasing actions are conducted fairly and impartially.

The position involves the management of highly technical, complex, and high-risk contracts including professional services, capital improvement and operating procurements for clients throughout HRSD in E-Business Suite (ERP System) and Unifier (Project Management System). The Specialist is responsible for contract management and monitoring supplier performance throughout the entire life of the contract.

Section III. Examples of Position Duties

- a. Develop, execute, and fully manage competitive negotiations in compliance with local, state, and federal laws and regulations. Perform market research and identify appropriate Contractors and potential supply sources; develop statement of needs; determine appropriate evaluation and award criteria, reporting, delivery requirements, special terms, conditions, and contract requirements; perform cost analysis; conduct Public Proposal Closing; evaluate proposals for compliance; coordinate, train, and manage evaluation committee activities including but not limited to leading pre-proposal conferences, group evaluation meetings, interviews, demonstrations, reference checks; lead the formulation of strategy and the negotiation of pricing, delivery and terms and conditions; examine evaluations for compliance and award contract; coordinate and manage final award activities including but not limited to Commission agenda preparation, communication with stakeholders, and preparing final contract documents for public inspection under FOIA.

- b. Develop, execute, and fully manage competitive sealed bidding for goods, services, and obsolete property in compliance with local, state, and federal laws and regulations; perform market research and identify appropriate Contractors and potential supply sources; develop scope of work and support division or stakeholder in specification development; determine appropriate special terms and conditions, contract requirements, and develop pricing schedule; coordinate and manage activities including but not limited to pre-bid conferences, jobsite visits, and public bid openings; examine bids for compliance, reference checks, negotiations, bonds, delivery, terms and conditions; coordinate and manage final award activities including but not limited to Commission agenda preparation, communication with stakeholders, and preparing final contract documents for public inspection under FOIA.
- c. Sole Source- verify the goods and/or services are only practicably available from one source through market research, prepare justification for Chief of Procurement approval including work center, type of goods (manufacturer, brand, model) or service (repair, maintenance, etc.); negotiate contract rates and terms; prepare commission agenda item for approval; maintain and update sole source record.
- d. Pre-Approved Sole Source- verify the goods and/or services being requested were previously approved by the commission including work center, type of product (manufacturer, brand, model) or service (repair, maintenance, etc.); perform market research; negotiate contract rates and terms; maintain and update sole source record.
- e. Cooperative Procurements- verify the goods and/or services being requested are covered under a valid cooperative contract including type of product (manufacturer, brand, model) or service (repair, maintenance, etc.); confirm compliance with cooperative purchasing legal requirements; review terms and conditions and negotiate if applicable.
- f. Manage operating and capital improvement (CIP) contracts/projects to ensure compliance by both the Contractor/ Supplier and HRSD; monitor Contractor/ Supplier performance, resolve price and quality disputes; issue cure notices; cancel contracts; negotiate and approve modifications to contracts; negotiate renewals for contracts; coordinate and manage final contract closeout activities. Communicate and collaborate with Accounts Payable to resolve invoicing disputes.
- g. Supervise and coordinate work and projects assigned to Procurement Assistants; review work for accuracy and compliance with procurement policies and procedures; provide guidance and support on contract evaluations and awards.
- h. Communicate with work centers in the development of projects, the planning of procurements and scheduling of procurement functions; clarify policies and procedures for HRSD departments and bidders; develop and issue notices for awards, non-responsiveness, cancellations, advertisements and amendments; respond to Contractor/ Supplier inquiries/protests and user inquiries either written or verbally; interpret and communicate procurement policies and procedures with HRSD staff, general public, state and local officials, Contractors, Suppliers, and manufacturers. Communicate with Procurement management on ways to improve and add value to procurement process and procedures and recommend changes that enhance the quality and efficiency of the services provided by Procurement to HRSD departments and suppliers.
- i. Maintains global marketplace intelligence regarding Contractors'/ Suppliers' economic viability, financial strength, technical capability, management philosophy, and labor situation; perform product and service research, value and trend analysis, and life cycle costing studies, goods, and service availability; establish sources of new goods and technologies; ensuring redundancies for critical goods and services for emergency preparedness.

- j. 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
- k. 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 goods and services in emergency/priority situations, while seeking competition to the maximum feasible degree; maintain hurricane readiness procedures
- l. Continuously seeks ways to improve the procurement process and recommend changes that enhance the quality of services provided
- m. 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 – Procurement Division QST
 - d) Member – National Institute of Governmental Purchasing (NIGP)
 - e) Member – Cross-departmental 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> |
|---|--|------------------|
| All levels of HRSD Departments | Work with employees on procurement issues; identify and clarify needs and requirements; develop procurement strategy; problem solving; project scheduling and coordination; expediting priority requests | Daily |
| HRSD General Manager, Directors, Chiefs, Managers and Supervisors | Communicate and interpret Virginia Public Procurement Act (VPPA) and HRSD Procurement manual policies, procedure, and processes; resolve Contractor/ Supplier performance problems, contract disputes and protests; market forecasting | Daily/ Weekly |
| Accounting & Finance Personnel | Resolve contract/project pricing and invoicing issues and disputes 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; communicate and collaborate on special procurement projects for increased efficiency, as well as increased cost savings/cost avoidance; knowledge sharing of contractor performance issues and solutions | 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 |
| Procurement Division Management | Exchange of information on project management and initiatives; communicates issues and disputes related to procurement compliance | Daily/ Weekly |
| | | |

C. External Contacts

| <i>Contact</i> | <i>Purpose</i> | <i>Frequency</i> |
|--|--|--------------------|
| Offerors, Bidders, Contractors, Suppliers, and Manufacturers | Work with representatives on procurement issues; clarify and educate on Virginia Public Procurement Act (VPPA) and HRSD Procurement policy, procedures, and processes; identify and clarify needs and requirements; discuss sources of supply and availability; evaluate and resolve protest of contract awards and procurement processes; qualify Contractor/ Supplier, product qualification and testing; pre-proposal and bid conferences, bid openings; negotiations; specification disputes, contract disputes, contract default; Contractor/ Supplier quality performance issues, Contractor/ Supplier suspension/ debarment | 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 | Weekly |
| Virginia Association of Governmental Purchasing | Market research information for highly technical procurements; research for solicitation development; certification and re-certification requirements; training opportunities | Weekly |
| National Institute of Governmental Purchasing | Market research information for highly technical procurements; research for solicitation development; certification and re-certification requirements; training opportunities | Weekly |
| Attorneys and Consultants | Solicit clarification and guidance with attorneys and consultants to resolve procurement issues, contract disputes, protests, contract defaults | 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 HRSD employees, and outside contacts
- 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, tradeshow, 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

Section VIII. Other

- a. Medical certification of physical requirements may be required
- b. Must be currently authorized to work for any U.S. employer

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, national 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 $\frac{3}{4}$ hours toward Bachelor's degree; if not certified, 144 contact hours in purchasing seminars/courses in preparation for certification

Grade 6b – 3 years of applicable experience and $\frac{1}{2}$ hours toward Bachelor's degree or an Associate's degree; if not certified, 96 contact hours in purchasing seminars/courses in preparation for certification

Grade 6c - 2 years of applicable experience and $\frac{1}{4}$ hours toward Bachelor's degree

Grade 6d - 1 year of applicable experience and high school diploma

- 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) Apply knowledge of sources of supply, market conditions and price trends, and types and quality of commodities being purchased

- c) Use knowledge of modern methods of purchasing, inventory control, traffic and transportation, receiving and inspection, contract management
- d) Use of web-based, automated procurement system, Microsoft Office applications and other required software at an advanced proficiency level
- 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 projects based on various levels of effort
- 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 verbally 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