



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PURCHASING OFFICER II

Job Number: 20001712

Job Code: 92400V230916

Job Group: 9200 - PURCHASING AND STORES

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 12 Salary (MIN - MID):

\$18,680-\$28,020 - Hourly

\$3,035.50-\$4,553.26 - 37.5 Hr. Monthly Salary

\$3,237.88-\$4,856.80 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional level duties in the procurement of and payment of goods and non-professional services within an agency's Small Purchase Authority to include request for quotes, evaluation of responses, and award processes. Creates requisitions for purchases that exceed the assigned Small Purchase Authority for review and approval by the Finance & Administration Cabinet. Monitors purchases made for conformance with the Model Procurement Code (KRS 45A); and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE, TRAINING, OR SKILLS:

Two years of purchasing experience.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in purchasing will substitute for the required college on a year for year basis. Certification with the National Institute of Governmental Purchasing as a Certified Professional Public Buyer (CPPB) will substitute for one year of the college requirement OR certification as a Certified Public Purchasing Officer (CPPO) will substitute for two years of the college requirement.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Receives requests to purchase goods and non-professional services, such services as janitorial services, snow removal, and lawn maintenance that is within agency's three-quote small purchasing authority. Develops and issues Request for Quotes (RFQ) to vendors. Publicly announces request for quotes by posting a solicitation to the Commonwealth's eProcurement website. Obtains quotes from potential vendors and evaluates responses received. Evaluates responses and awards contracts for goods and/or non-professional services. Researches and creates requisition (RQS) for goods and non-professional services when the expenditure amount exceeds the agency's small purchase authority. Coordinates with various departments for input to the contract requests. Creates Delivery Orders (DO) and Purchase Orders (PO) for purchases. Completes the Purchase Order, receives approvals and forwards the approved Purchase Order to the Vendor for processing. Reviews requests for local purchases by phone or in writing; authorizes such purchases in accordance with the model procurement code; and maintains records of such authorization. Monitors documentation of local purchases for proper authority; reviews or prepares and signs or obtains proper signature for payment documents; and forwards documents for payment. Maintains approved price contract documents. Receives requisitions for state contract items; checks agency inventory for such items; prepares orders for such items and signs or obtains proper signature and enters orders as appropriate; and expedites and monitors the delivery, inspection, and payment for such order. Monitors agency usage of assigned items, develops reports, makes recommendations for improvements upon indication of material and supplies abuse. Works closely with users to develop specification requests for non-contract items. Assigns and monitors the work of support staff. Interprets, and enforces purchasing regulations and policies within the agency. Responsible for locating and purchasing cost-efficient goods and services meeting specifications and for monitoring the efficient use thereof. Has regular contact with persons requesting purchases to explain procedures or to obtain information with potential vendors to obtain prices and lists of goods available. Expedites orders with the state purchasing authority. Gathers, prepares, and maintains purchase and payment documents.

UNIQUE PHYSICAL REQUIREMENTS:

Physical activities and working conditions consistent with office setting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.