



Purchasing Services Coordinator I

JOB OPENING: November 22, 2016 CLOSING DATE: December 3, 2016

LOCATION: Headquarters, Dover, DE

SALARY: PG 8 \$31,421

NATURE AND SCOPE:

This class provides purchasing services for state agencies. A class incumbent performs purchasing services work under the general supervision of a technical superior. An incumbent is responsible for coordinating the procurement of goods and services including writing bid specifications and recommending contract awards, issuing purchase orders, change and emergency orders, expediting orders and doing follow-ups. Work also involves resolving complaints/problems from agencies and vendors and evaluating new and improved products and services.

PRINCIPLE ACCOUNTABILITIES:

1. Reviews requisitions and purchase orders for completeness and accuracy; contacts user to obtain additional information as required.
2. Determines whether items to be purchased are on contract, require either formal or informal bidding or may be obtained by phone or from a catalog.

3. Writes specifications for bids, has them advertised, printed and sent to appropriate vendors; evaluates bids received for conformity to bid specifications and compliance with governing laws, rules and regulations; tabulates and submits a recommendation of award.
4. Ensures prompt and complete deliveries; investigates problems and complaints from vendors (users) concerning late delivery, pricing discrepancies, poor quality or defective merchandise, initiates change orders and cancellations as required.
5. Interviews vendor representatives for new and improved products, services and marketing conditions.
6. Maintains files on open purchase orders and correspondence, vendor lists, product catalogs and contract awards.
7. Attends meetings and seminars concerned with specification revisions, standardization and product evaluation.
8. Purchases and maintain the various supply items needed for the division's day to day operations.
9. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of purchasing.
- Knowledge of markets, marketing practices and pricing methods.
- Knowledge of applicable laws, rules and regulations concerning procurements.
- Knowledge of sources of supply for standard, new and improved products.
- Knowledge of the composition of product specifications.
- Skill in preparing requests for quotations and bids.
- Skill in evaluating product requisitions for accuracy and completeness.
- Ability to restrict purchase to budgeting limitations or agency allotments.
- Ability to negotiate contract terms and conditions with vendors.
- Ability to resolve contract disputes.
- Ability to coordinate purchasing services within assigned area.
- Knowledge in inventory control methods and minor accounting methods

MINIMUM QUALIFICATIONS:

1. Knowledge of the practices and principles of procurement and purchasing.
2. Knowledge of inventory control.
3. Ability to analyze and investigate the quality of products, vendor problems and market conditions.

4. Ability to interpret governmental rules and regulations regarding procurement.
5. Ability to keep accurate records for billing and inventory purposes.
6. Ability to communicate effectively both orally and in writing.
7. Ability to lift up to 30 lbs.

Conditions of Employment:

Direct deposit of paychecks is required as a condition of employment.

- A satisfactory criminal background check is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the State Personnel web-site at <http://statejobs.delaware.gov/benefits/index.shtml>

A labor organization has been elected by employees as their representative for collective bargaining and other work related purposes. The person selected for this position shall as a condition of employment, join and pay dues to the labor organization or may, instead not join but pay a service fee no greater than the dues.

APPLICATIONS:

Please submit a Delaware State Police civilian application to:

DELAWARE STATE POLICE, Human Resources Office, P.O. Box 430, Dover, DE 19903

Applications can be found at our website at:

<http://www.dsp.delaware.gov/employment.shtml>

Applications can also be found at any troop or at our Headquarters at 1441 N. Du Pont Highway, Dover, DE 19903