

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Specialist I

GRADE: 18

DATE: 8/5/2020

SERIES: Corporate Accounting and Finance

CODE: 1264

EEO: Professional

FLSA: Non-Exempt

Class Definition:

Under general supervision and within the Corporate Procurement Division, performs entry level procurement functions Commission-wide for goods and services. Builds knowledge of, and skills in, purchasing and contracting, by learning to perform the full range of procurement functions.

Coordinates the routing of contracts and requisitions throughout the Commission. Reviews contracts and supporting documentation. Creates vendor profiles and verifies vendor information within the vendor portal. Performs work in the purchasing system and provides customer support to internal users and vendors. Some work may be confidential or sensitive. As an individual contributor, work results in completed assignments that have important impact on Commission-wide procurement products/services and administrative management matters of the unit of assignment. Applies knowledge of the general principles of purchasing and contracting to ensure work products are accurate. Performs various types of analyses and solves conventional and non-standard problems, which include interactions of technical and non-technical variables. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known and anticipated problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-grade employee); the incumbent plans the detailed work steps within these parameters, independently resolves routine problems by selecting and applying the appropriate guides, and seeks assistance with non-routine problems/issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other related factors.

Examples of Important Duties:

1. Coordinates the routing of contracts and requisitions throughout the Commission; records the receipt of contracts into the system. Provides information to staff on the status or locations of contracts. Reviews contracts supporting documentation; and notifies appropriate individuals of missing documentation. Ensures obtainment of required signatures.
2. Forwards contracts to the Legal Department for review. Distributes executed contracts to the originator. Responds to staff inquiries; brings exceptions to the supervisor's attention and informs staff of exceptions and actions taken.
3. Creates vendor profiles in the Vendor Portal, verifies vendor information within the portal is completed and accurate. Runs reports to compare information in the purchasing system and the Vendor Portal. Performs maintenance of vendor files by correcting and adding information.
4. Performs work in the purchasing system; such as purchase order liquidations, receiving against purchase orders and adjustments received. Provides customer support to internal users and in the purchasing system; provides customer support to vendors in the Vendor Portal.
5. Maintains filing systems and provides documentation for transactions processed. Provides information on procurement; issues bid receipts.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Specialist I

GRADE: 18

DATE: 8/5/2020

SERIES: Corporate Accounting and Finance

CODE: 1264

EEO: Professional

FLSA: Non-Exempt

6. Ensures purchase card is used for legitimate Commission-related business purposes and that purchase limits and restrictions are followed. Tracks purchase and credit transactions; obtains and reconciles purchase card transactions to the purchase card statement. Provides documentation for approval of reconciliation and allocations of transactions.
7. Stays informed of changes in guidelines and procurement regulations; builds one's knowledge and skills in procurement.
8. Communicates and interacts effectively with business contacts. Establishes and maintains, working relationships, including teamwork, with internal and external contacts. Actively listens to understand wants, needs and concerns of stakeholders, and coordinates to obtain desired results.
9. Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating, word processing, entering and manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching, and performing other functions.

Important Worker Characteristics:

- A. (1) Knowledge of the principles, methods, techniques and generally-accepted practices of purchasing and contracting.
(2) Ability to acquire and build knowledge of key Commission work programs sufficient to review contract submissions and vendor information.
(3) Knowledge of government procurement processes*.
(4) Knowledge of Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skills in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem.
- C. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skills in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to achieve desired results including agreement or compliance.
- D. Interpersonal skills to interact effectively with contacts in a professional, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member or a leader of a team.
- E. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Procurement Specialist I

GRADE: 18

DATE: 8/5/2020

SERIES: Corporate Accounting and Finance CODE: 1264 EEO: Professional FLSA: Non-Exempt

Minimum Qualifications (MQs):

1. Bachelor's Degree in Purchasing, Business or Public Administration or any related field.
2. One (1) year of experience in procurement and contracting that includes work in the range of duties and responsibilities in this class specification.
2. An equivalent combination of education and experience may be substituted, which together total 5 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.