

THE MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Senior Purchasing Specialist GRADE: I CODE: 2119  
SERIES: Accounting and Finance DATE: 1/22/91

Class Definition

Under direction of the Purchasing Manager, performs difficult purchasing actions involving progressive levels of responsibility, complexity, and variety. Processes and reviews purchase orders, requisitions, and technical contracts for the acquisition of goods and services. Solicits bids and issues purchasing documents. Reviews purchases by commission units, and recommends changes to policies and procedures related to the purchasing function. Performs other related duties as assigned in the Finance Department.

Examples of Important Duties

1. Administers and recommends changes to policies and procedures for controlling a full range of purchasing activities through bids, purchase orders, and petty cash in accord with general policy and needs of the Commission and work unit(s). Works with buyers, operating departments, and vendors to expedite ordered items in accordance with scheduled delivery dates.
2. Coordinates and implements the procurement of a wide variety of goods and services including construction, professional services, commodities, high tech equipment and supplies. Negotiates complex contracts either individually or as a part of a team. Issues instructions to and solicits technical information from contractors/vendors to develop bid specifications for most complex types of service contracts which are subject to claims. Recommends suspension and termination of contracts as appropriate.
3. Coordinates the MFD outreach activities of the Commission. Recommends certification following evaluation of vendor application; interfaces with minority business community; attends MFD programs and affairs as recommended. Responsible for maintaining the MFD vendor database.
4. Drafts purchasing policies, procedures, and manuals of progressive difficulty. Conducts training courses on complex purchasing policies and procedures.
5. Provides technical assistance to staff on difficult purchasing assignments and coordinates with other Commission staff as appropriate.
6. Initiates requests for and coordinates input from other staff and subsequently participates in the preparation of technical manuals, reports, and documents for department.

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EXAMPLES OF IMPORTANT DUTIES: (continued)

7. Provides research on new technologies (e.g., digital phone system) as it relates to Commission acquisition.
8. May represent supervisor in organizational unit matters.
9. Monitors work program and makes recommendations on manpower allocations.
10. May assign and/or monitor work of administrative or clerical staff within division.

IMPORTANT WORKER CHARACTERISTICS:

- A. Considerable knowledge of (1) purchasing; (2) minority business development activities; (3) contract law; (4) supervision; (5) Commission activities;\* (6) Commission organization;\* (7) Commission policies and procedures;\* (8) statistical analysis.
  - B. Skill in operation of (1) microcomputer;\* (2) user-friendly software;\* (3) calculator.
  - C. Ability to (1) solve complex problems involving many variables; (2) analyze data; (3) read technical reports and correspondence; (4) write technical and complex reports and correspondence; (5) use proper spelling, punctuation and grammar; (6) make oral presentation to large groups; (7) speak clearly; (8) organize work efficiently; (9) negotiate contracts;
- \* Developed primarily after employment in this job class.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in business administration, management or related subject; and
2. Three years of varied and responsible purchasing experience;
3. An equivalent combination of education and experience.

WORKING CONDITIONS:

Works in office. Moderate to considerable pressure to meet deadlines.