

DATE: MAY 04, 2015
INS150047
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PROCUREMENT OFFICER
CLASSIFIED POSITION VACANCIES 001

LOCATION: DEPARTMENT OF REVENUE
INSURANCE COMMISSION
FINANCIAL ACCOUNTING
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: JOD DUTIES: TEAM LEADER OF AGENCY PURCHASING AND PROCUREMENT FUNCTION WHICH REQUIRES KNOWLEDGE OF STATE PURCHASING RULES AND REGULATIONS AND THE WVOASIS ACCOUNTING SYSTEM. ASSIST IN THE DEVELOPMENT AND IMPLEMENTATION OF OPERATION PROCEDURES, DIVISION POLICY, WORK PROCESSES, AND REGULATORY ERQUIREMENTS AS RELATED TO PROCUREMENT. UPDATE PROCUREMENT PART OF PROCEDURES MANUAL RELATED TO WVOASIS AND PROVIDE STEP-BY-STEP DETAIL OF THE NEW PROCESSES. ASSIST AGENCY WITH PREPARATION OF REQUEST FOR QUOTATIONS (RFQ), REQUEST FOR PROPOSALS (RFP), AND REQUEST FOR INTERESTS (RFI) AS REQUESTED. SERVE AS A LIAISON BETWEEN THE AGENCY AND THE PURCHASING DIVISION AND AUDITOR'S OFFICE AND MAINTAIN GOOD WORKING RELATIONSHIPS WITH THE AFOREMENTIONED ALONG WITH CUSTOMERS, VENDORS, AND AGENCY PERSONNEL. OVERSEE THE BID OPENING PROCESS AND EVALUATE BIDS/ PROPOSALS TO DETERMINE WHICH VENDOR CAN SUPPLY THE DELIVERABLES AT THE LOWEST COST TO THE AGENCY AFTER MEETING THE SPECIFICATIONS. REVIEW PURCHASE REQUESTS FOR CONFORMITY TO STATE PURCHASING RULES AND REGULATIONS AND MAY BE INVOLVED IN NEGOTIATIONS OF CONTRACTS AND AGREEMENTS FOR THE PROCUREMENT OF EQUIPMENT, SUPPLIES, AND SERVICES. RELAY ANY ISSUE TO MANAGEMENT IN A TIMELY MANNER. PREPARE BUSINESS INTELLIGENCE REPORTS THROUGH WVOASIS. OTHER DUTIES AS ASSIGNED.

REQUIREMENTS: TRAINING: GRADUATION FROM A STANDARD HIGH SCHOOL OR THE EQUIVALENT.
EXPERIENCE: FOUR YEARS OF FULL-TIME OR EQUIVALENT PART-TIME PAID EXPERIENCE IN VOLUME PURCHASING, PROPERTY CONTROL, SPECIFICATION WRITING OR PRODUCT ANALYSIS, AS A BUYER OR PROCUREMENT OFFICER

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FUNCTIONING IN A SUPERVISORY OR LEAD WORKER
CAPACITY.
SUBSTITUTION: SUCCESSFUL COMPLETION OF COLLEGE
COURSES OR BUSINESS SCHOOL COURSES MAY BE
SUBSTITUTED FOR THE EXPERIENCE ON A YEAR-FOR-YEAR
BASIS.

SALARY: PAY GRADE 010 \$23,724.00 - \$43,896.00

DEADLINE: MAY 19, 2015

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
KATHRYN MULLINS
INSURANCE COMMISSION
1124 SMITH STREET
CHARLESTON, WV 25301

PLEASE INCLUDE POSTING NUMBER INS150047 ON APPLICATION