



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> PROCUREMENT OFFICER	<b>Grade:</b> 11
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 0597
<b>Reports To:</b> Accounting Supervisor	<b>FLSA Status:</b> Non-Exempt

### SUMMARY OF ESSENTIAL JOB DUTIES

Under the supervision of the Accounting Supervisor, will serve as an Agency Procurement Officer to fulfill agency purchasing needs. Process all purchasing requisitions and solicit competitive bids for internal Agency purchasing. Assist with accounts payable, travel, budgeting and risk management. Process correspondence, including telephone inquiries, regarding purchasing and/or financial matters. Work all jobs in the Division when the regular employee is on leave or as the need arises. Provide support for the Assistant Director of Administration and Finance in preparing reports using Microsoft Office. May serve as co-travel coordinator for the agency. Will be required to enroll in and successfully complete state purchasing course work and test in order to serve as one of the Agency's Certified Procurement Officers. This job requires a high degree of accuracy.

### JOB DUTIES

Coordinate contract and procurement functions for the agency. Reviews requisitions and specifications and determines acquisition method. Complete, independently, all related actions concerning competitive bidding and negotiations, ensuring compliance with all State Purchasing Statutes and Agency Purchasing Policy and Procedures.

Maintain bidder lists, product and service information, supplier information, and acquisition records. Using the State Purchase System (PeopleSoft), create all purchase orders (PO), requisitions for purchases to be completed by OMES Central Purchasing and OMES Construction and Properties, Maintain an excel file to log all Purchase Orders issued and subsequent change orders. Verify all proper signatures have been obtained on internal requisition documents and that proper funding and correct object of expenditure codes have identified. Is required to maintain purchasing files, scan all purchasing files, and update those files as needed.

Advise agency personnel on agency purchasing policy and procedures as well as State Purchasing Statutes and Rules. Provides technical guidance and training to agency staff and vendors. Acts as the agency liaison to OMES Central Purchasing and Construction and Properties.

May on occasion be required to travel to proposed work site locations for pre-bid meetings. Will be required to perform contract monitoring to ensure compliance with contract specifications.

Perform research and prepare reports related to the agency's purchasing activity, provide reports and work with agency personnel to close out purchase orders (PO) for completed projects and release any remaining encumbrances,

Will be required to maintain a State Purchase Card (P-Card). May be required to book travel for agency employees, sign-off on transactions in the Bank of America Works System. Prepare monthly P-Card Statement and maintain proper receipts. May be required to be the agency back-up P-Card Administrator.

Performs the majority of IT Purchases for the agency. Maintain the IT P-Card budget. Provide guidance on the best vehicle to use for IT purchases, ensuring use of Statewide Contracts when applicable.

Successfully complete the State Certified Procurement Officer Program course and exam. Also, be required to maintain Certified Procurement Officer certification through continuing education.

Assist the Assistant Director of Administration and Finance and the Accounting Supervisor in preparing financial statements, budgets, and other financial documents.

May be required to perform other duties as assigned by the Accounting Supervisor.

**Must have the ability to:**

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

**REQUIREMENTS:**

**EDUCATION:** Two years of college, or comparable education, preference is given for classes in Business, Finance or Accounting. Two years State of Oklahoma purchasing experience may substitute for education.

**EXPERIENCE.** Five years related experience of which two years should be in purchasing. Preference will be given to current State of Oklahoma Certified Procurement Officers and experience using PeopleSoft financials software.

**KNOWLEDGE AND SKILLS:** Position requires extensive contact with Department employees, outside vendors, and other state agencies in person, by telephone, and in writing. Knowledge of acquisition methods and procedures pertaining to the acquisition of a wide variety of goods and services, of factors involved in writing specifications, of competitive bid methods and procedures; of State Purchase laws and regulations, pricing methods and market resources, of office procedures and practices. Ability is required to communicate effectively, both orally and in writing, to conduct several projects simultaneously, to evaluate bids and award contracts, to write and review purchase specifications and requisitions and monitor contract performance. Must have working knowledge of Microsoft Office and similar applications. Will be required to obtain and maintain Certified Procurement Officer Certification.