

ADMINISTRATOR, CENTRAL PURCHASING (GSA)**NATURE OF WORK IN THIS CLASS:**

Administers a government-wide program for the procurement of a wide variety of supplies.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers a government-wide program for the procurement of a wide variety of supplies.

Reviews, analyzes, and approves a wide variety of procurement transactions such as invitation to bid and awards, contract schedules and awards, lease agreements, purchase orders and emergency procurement, sole source procurement, emergency procurement, including waiver of program requirements.

Provides technical information and advice to the Chief Procurement Officer and government officials pertaining to government procurement and contracting policies and requirements.

Recommends the approval/disapproval of awarding formal/informal negotiations and sealed bids, and provides the determination of alternate procurement methods.

Makes recommendation to waive or assess liquidated damages for any default on the performance of contract and related requirements.

Formulates, recommends, and administers procurement requirements, plans, policies and procedures.

Establishes and implements operational procedures in order to provide efficient and economic handling of procurement transaction.

Resolves exceptionally difficult or sensitive managerial and/or operational problems regarding procurement on a continuing basis, consulting with appropriate superiors on problems of policy or matters of long range planning.

May represent the organization in conferences, briefings and discussions with private organizations, other departments within the government.

Evaluates division operations and initiates or recommends necessary changes to improve effectiveness; formulates/develops and implements cost effective programs at the division level.

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Prepares and administers division budget; administers administrative policies for personnel, training and safety.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, and techniques of supply administration in the area of procurement.

Knowledge of the sources of supply and market and price trends.

Knowledge of the principles and practices of public administration.

Knowledge of the standard types, forms, and legal requirements of contracts.

Ability to apply the principles and practices of procurement administration.

Ability to administer a division's operations and activities for a government-wide function.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines, particularly procurement.

Ability to evaluate operational effectiveness, and initiate/recommend changes in program requirements.

Ability to review, develop, and implement policies and procedures.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of experience in the procurement of supplies, including two years of supervisory experience; or

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(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Pay Range: 37

Established: July, 1984



J.C. BORJA Executive Director
Civil Service Commission