

POSITION DESCRIPTION

Procurement Technician
Procurement & Operations
Administrative Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Procurement Technician

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent reports to the Procurement Manager. Incumbent must adhere to the Virginia Public Procurement Act, Virginia Department of Behavioral Health and Developmental Services and established Region Ten policies. Performance of duties requires analysis of facts and determining action using a wide variety of procedures. Procedures allow for independent accomplishment of recurring tasks. The incumbent must use work time productively and effectively to plan own work, based on knowledge of job responsibilities, adjusting priorities as needed to assure timely completion of required job functions. Incumbent must possess strong interpersonal skills and embrace the principles of effective customer service.

The incumbent will perform in accordance with applicable professional ethics and established Region Ten policies.

The HIPAA access level for this position is Level Four.

The essential functions of this job are starred below (*) under "Major Duties."

MAJOR DUTIES:

1. *Responsible for accuracy and maintaining procurement files to include copies of bids and purchase orders in accordance with record retention regulations and audit guidelines.
2. *Responsible for Centralized Purchasing for the agency in accordance to the VA Public Procurement Act and Region Ten Policies.
3. *Responsible for reconciliation of all centralized and decentralized purchase orders.
4. *Responsible for assisting in the development and implementation of formal competitive purchasing such as invitations for Bids and Requests for Proposals.
5. *Responsible for the review and accuracy of Purchase Orders from Decentralized purchasing sources.
6. *Responsible for communicating and negotiating with major suppliers on various products/services/contracts for the agency.
7. *Responsible for maintaining the Purchase Order database to include vendor maintenance.
8. *Administrator of agency purchasing cards to include monthly reconciliation of statements.
9. *Contract manager and contact for agency printing, office supplies, equipment, and custodial supplies.
10. Responsible for representing the agency in a positive and professional manner to other entities.
11. Responsible for providing quality customer service to all staff and vendors.
12. Reading all agency communications.
13. *Responsible for receiving and/or coordinating shipments, as well as set up and delivery of goods, as required.
14. Special projects and other duties assigned by the Procurement Manager.
15. *Responsible for lifting objects, up to 40 pounds.
16. Responsible for analyzing agency procurements and researching purchasing options to assist in reduction of agency costs.

QUALIFICATIONS:

To ensure the safe and efficient operation of the program, a valid Virginia Driver's License plus an acceptable driving record as issued by the Department of Motor Vehicles are required. For business use of a personal car, a certificate of valid personal automobile insurance must be provided. In addition, the incumbent needs to possess the following knowledge, skills and abilities:

KNOWLEDGE OF:

1. Standard office practices
2. Manual and automated alpha and numeric filing systems
3. Word and Excel

MUST HAVE STRONG ABILITIES TO:

1. communicate and follow up with requestors
2. manage tasks through to completion
3. meet deadlines
4. multitask and manage time productively and efficiently
5. work with minimal supervision
6. be accountable
7. Organize and accurately store information for ease of access
8. Work well with others

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MUST BE WILLING TO:

1. Learn new practices and procedures
2. Develop working relationships with staff agency-wide
3. Take on additional tasks as needed

ADMINISTRATIVE PERFORMANCE EVALUATION STANDARDS

This position is evaluated according to the Administrative Evaluation Standards

POSITION LOCATION: 502 Old Lynchburg Road
Charlottesville, VA 22903

POSITION ORGANIZATION CHART

Procurement Manager
|
Procurement Technician

GRADE: 7

SCHEDULE: 40 hours weekly; Monday through Friday, 8:30 a.m. to 5:00 p.m.

Position Description Updated: March 8, 2017

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date