



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: PURCH & PROC SPEC (AL) [FORMERLY Procurement Officer 2]
POSITION NUMBER:	00052688
LOCATION:	ADMINISTRATION DIVISION, BUDGET AND PROCUREMENT OFFICE, ATLANTA
POSTING DATE:	MARCH 14, 2014
APPLICATION DEADLINE:	MARCH 20, 2014
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	14
ENTRY SALARY:	\$2,701.53/MONTH

DESCRIPTION OF DUTIES: Under general supervision serves as an advanced level Procurement Specialist. Provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject matter expert. May supervise analysts.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university in business administration, public administration or a directly related field AND **Two** years of experience in a purchasing environment

OR

Six years of experience in a purchasing environment

OR

Two years of experience at the lower level or position equivalent Note: Some positions may require certification. Professional experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions may substitute for the degree on a year to year basis.

Technical Competencies:

1. Knowledge of the types and grades of commodities and sources of supply
2. Knowledge of principles and practices of volume purchasing of goods and services
3. Ability to develop and prepare technical and/or statistical reports
4. Ability to gather and analyze technical data relating to the characteristics of commodities
5. Ability to complete purchasing forms
6. Ability to solicit business proposals
7. Ability to work independently with assigned purchasing projects

PREFERRED QUALIFICATIONS: Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:

- Knowledge and experience with PeopleSoft and State Purchasing rules and procedures;
- Working knowledge of Windows computer operating system and applications.

HOW TO APPLY: (WE ACCEPT APPLICATIONS AND/OR RESUMES BY EITHER TRANSMISSION LISTED BELOW.)

- Mail a completed State of Georgia application and/or resume to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.

NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR INTERVIEWS.

**AN EQUAL OPPORTUNITY EMPLOYER
IF YOU NEED AN ACCOMMODATION FOR AN INTERVIEW,
PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**