

Title: <b>Purchasing Specialist</b>	Effective Date: June 17, 2023	Grade: XII	Job Category: Technician
Prior Title: Buyer	Prior Effective Date: December 11, 2015	Grade: XII	Page: 1 of 1

***CHARACTERISTICS OF WORK***

This position is accountable for the preparation of bids and contracts in accordance with Department purchasing procedures for the purchase of quality commodities, goods, services and equipment at fair and reasonable costs, ensuring that Arkansas Procurement Law and Regulations are followed.

***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Prepare bids and contracts to assure procedures are followed.
- Monitor all bid proposals for required specifications.
- Maintain communication with vendors.
- Locate sources of various commodities and take telephone quotations, determine low bidder and place order.
- Review purchasing activities (CPOs, requisitions, tabulations, purchase orders, etc.) to assure accuracy.
- Assist Department personnel in complying with Department purchasing procedures and policies.
- Monitor Department’s Purchasing Card Program.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Advanced training or experience in purchasing or related field.

Knowledge, skills and abilities: Thorough familiarity with Department Accounting Manual and Purchasing procedures. Ability to communicate effectively verbally and in writing. Thorough familiarity with the operation of personal computers and working knowledge of Microsoft Word, Access, Excel, and Outlook.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*

**A criminal background check will be required to determine suitability of employment, and failure to meet these standards may cause the applicant to be rejected or terminated from that position.**