

# CONTRACTING AND ACQUISITIONS AGENT, F14

## **BASIC PURPOSE:**

Positions in this job family are assigned responsibilities involving the acquisition of goods and services for an institution or agency.

## **TYPICAL FUNCTIONS:**

The functions within this job family will vary by level, but may include the following:

- Drafts specifications and reviews specifications and requisitions developed by other divisions of the agency; determines method of acquisition.
- Maintains bidder lists, product and services information, supplier information, and acquisition records.
- Conducts bidder conferences and bid openings; tabulates and evaluates bids; recommends awards; mediates disputes.
- Makes recommendations to management concerning products and services and available sources of supply.
- Performs contract administration, including but not limited to, monitoring contractor compliance with contract specifications, monitoring contractor expenditures, reviewing claims, and ensuring timely submission reports.
- Supervises and trains subordinate personnel.
- Advises agency personnel on departmental rules, DCS regulations and laws; provides technical guidance and training to agency staff and vendors.
- Represents the agency at public and private sector meetings to explain the functions, procedures and legal guidelines concerning state purchases and contracts.
- Acts as liaison to Department of Central Services.

## **LEVEL DESCRIPTORS:**

The Contracting and Acquisitions Agent job family consists of four levels which are distinguished by the level of complexity of specific job assignments, the extent of responsibility assigned for a specific task, the level of expertise required for the completion of assigned tasks, and the responsibility assigned for the supervision of others.

### **Level I**

**Code: F14A**

**Salary Band: H**

This is the basic level of this job family where employees are assigned responsibilities for beginning level professional and technical work related to contracting and the procurement of goods and services for an institution or agency. Responsibilities may include reviewing and processing requisitions, making recommendations concerning purchases, preparing bid specifications, contracts and requisitions, and maintaining files.

**Knowledge, Skills and Abilities** required at this level include knowledge of the maintenance of complex records; of business communications, including grammar, punctuation, and spelling. Ability is required to establish and maintain effective working relationships with others; to interpret and handle routine decisions in accordance with agency policy; and to follow oral and written instructions.

**Education and Experience** requirements at this level consist of three years technical clerical work; or an equivalent combination of education and experience.

### **Level II**

**Code: F14B**

**Salary Band: I**

This is the career level where employees perform responsible professional and technical work at the full performance level involving the contracting and procurement of goods and services for a state agency or



Applicants must be willing and able to fulfill all job-related travel normally associated with this position.

Some positions within the Oklahoma Department of Transportation may require certification as a Certified Procurement Officer (CPO).

Persons appointed to positions within some agencies must possess or obtain certification as a Certified Procurement Officer (CPO) no later than eleven months from the date of appointment.