



## Procurement Specialist II

Please look at what you can expect to earn as a **Procurement Specialist II** during your first year as a full time Employee with Washington County Government:

- Sixty (60) Hours Personal Time
- Eighty (80) Paid Vacation Hours
- Fourteen (14) Paid Holidays
- One Hundred & Twenty (120) Paid Sick Hours
- County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage.
- County Paid Employee Assistance Plan
- County Paid Life Insurance
- County Paid Accidental Death and Dismemberment Insurance
- County Paid Short Term Disability Insurance
- County Paid Long Term Disability Insurance
- Up to \$2,500.00 Annual Tuition Reimbursement Assistance
- County and Employee funded Defined Pension Plan
  - Vested in just five (5) years.
  - Credit for Prior Active Military Service and Unused Paid Sick Days.
- An Annual Salary of \$52,686 starting..

If our comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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<b>JOB TITLE:</b>	Procurement Specialist II	<b>GRADE:</b>	10
<b>DEPARTMENT:</b>	Purchasing	<b>FLSA STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Purchasing		

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**GENERAL RESPONSIBILITIES:**

Assists departments/agencies, and other Purchasing Department staff in the procurement of supplies and services as needed. Assistance is rendered in a timely manner at the best value. The Procurement Specialist II is under the general direction of the Director of Purchasing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Oversees the purchasing module of the Financial Management System as the Functional Lead and acts as main point of contact for all Purchase Order issues, including:
  - a. Reviewing Purchase Orders and Change Order requests, as assigned, to determine that purchasing policies and procedures are followed and dispatches Purchase Orders; contacts department personnel if corrections or clarifications are required.
  - b. Assisting end users with Purchase Order inquiries.
  - c. Performing purchasing module end-user training.
  - d. Reviewing monthly purchasing module Expediting Report to assure commodities/ services are received or perform necessary follow-up action.
  - e. Assisting Budget & Finance Department with "Receiving" and billing issues as it pertains to Purchase Orders.
  - f. Performing Purchase Order cancellation functions in the purchasing module for Purchase Orders, Purchase Order lines, etc.
  - g. Analyzing Purchase Orders with encumbrances and pre-encumbrance problems and documents analysis.
  - h. Maintaining and updating in-house Oracle Cloud training manual.
  - i. Maintaining/updating the Oracle Cloud purchasing module procedural manual.
  - j. Creating test scripts for module upgrade testing; analyzing test document, resolving module issues, utilizing queries and delivered purchasing module reports.
  - k. Representation on the Financial Management System Task Team
  - l. Runs various reports through Oracle Cloud Financial Management System; Queries, and Reports, etc.
2. Administrator for the Desktop Delivery of Office Supplies contract/training.
3. Administrator of photocopier equipment fleet.
4. Attends pre-bid conferences and bid openings in the absence of the other Purchasing Department staff.
5. Prepares written communications regarding procurement of various commodities/ services.
6. Meets salespersons regarding their products/services/contracts.
7. Maintains various contracting files and updates them as needed.
8. Researches information regarding commodities/services for various departments to ensure best value and price.
9. Answers inquiries from other departments regarding acquisition of products from bids through the State of Maryland and other sources; electronically distributes information to bidders, vendors and county departments/agencies.
10. Updates electronic files of Purchase Orders and Purchasing documents Laserfiche.
11. Processes RFQ's on request of Director of Purchasing for various commodities and services.

12. Maintains records of current Co-Operative contracts for County use.
13. Serves as a substitute on an as-needed basis in Central Services.
14. Performs the duties of the Procurement Specialist I in his/her absence.
15. Performs related tasks as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of principles and procedures of public purchasing.
2. Knowledge of local, state and federal policies/laws regarding public purchasing.
3. Ability to work independently, with minimum direction, in accordance with County procedures/policies/laws.
4. Ability to communicate effectively, verbally and in writing.
5. Ability to establish and maintain effective/cooperative working relationships with other officials, vendors and the public
6. Ability to plan and organize work in accordance with established priorities and flexible enough to adjust to a change in priorities or emergency situations.
7. Ability to work under specific deadlines and time constraints.
8. Ability to operate word processing equipment and enter data into computer.
9. Must adhere to the National Institute of Governmental Purchasing's "Code of Ethics" and be governed by the highest ideals of integrity and honesty to merit the respect of co-workers and inspire the confidence of County Government and the public that it serves.
10. Thorough knowledge and excellent skills with most recent County-used version of Microsoft Office Word / Excel is required; knowledge and experience with Oracle Cloud and Adobe Acrobat DC are desired

## **EDUCATION AND EXPERIENCE**

1. Associate's Degree in Business Administration or procurement-related experience is required. (Additional qualifying public purchasing experience may be substituted on a year-for-year basis up to a maximum of two (2) years for the required education. Designation as a Certified Professional Public Buyer (CPPB) may be substituted for one (1) year for the required education.)
2. Possession of or ability to obtain Certified Professional Public Buyer (CPPB) certification from the Universal Public Purchasing Certification Council within four (4) years of employment.
3. Experience and skills in one or more of the following is desirable: accounting, communications, legal environment, or business management.
4. Two (2) years of public procurement experience completed within the previous ten (10) years is desired.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to perform light lifting to 30 pounds.

## **SPECIAL REQUIREMENTS**

1. Associate's Degree required in Business Administration or procurement-related experience is required. Possession of the Universal Public Purchasing Certification Council's CPPB (Certified Professional Public Buyer) certification or ability to obtain stated certification within four (4) years of employment.
2. Possession of a valid driver's license with good driving record.
3. Excellent writing skills.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

Visit our website at <https://www.washco-md.net/jobs/>

or

Complete and email an Application to [hrservice@washco-md.net](mailto:hrservice@washco-md.net)

Current County Employees (Internal Candidates) are required to use an Internal Application (including resume) when applying

or

Apply Online: <https://www.washco-md.net/internal-jobs> .

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**Tuesday, February 11, 2025 4:00 pm**