

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

PROCUREMENT REPRESENTATIVE

POSITION CODE: 34540  
Effective: 10-1-70

DISTINGUISHING FEATURES OF WORK:

Under general supervision, prepare requisitions and specifications for supplies and equipment for a state agency in conformity with the authorizations, procedures and centralized purchasing facilities of the Office of the State Purchasing Agent.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepares or supervises the preparation of departmental requisitions and purchase orders for supplies and equipment in conformity with budgetary appropriations and the procurement regulations of the Department of Finance.
2. Gathers necessary data and prepares detailed specifications for obtaining department supplies and equipment; secures information as to the quality and kind of merchandise to be obtained.
3. Coordinates agency procurement activities with the purchasing facilities of the Department of Finance; may purchase minor items of equipment and supplies as authorized by the State Purchasing Agent.
4. Confers with agency officials, representatives of the State Purchasing Agent and sales representatives on procurement problems.
5. Inspects received goods and checks and approves claims for payment for goods and/or services obtained.
6. Maintains or supervises the maintenance of necessary purchasing records; maintains current price lists of supplies and equipment.
7. Composes correspondence relating to purchases, claims for payment or related matters to vendors or other departmental units.
8. Supervises a small clerical staff performing routine aspects of the work.

## PROCUREMENT REPRESENTATIVE (Continued)

9. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of high school, including or supplemented by, completion of commercial courses.

Requires three years experience in work relating to inventory and procurement of supplies and equipment.

#### Knowledges, Skills and Abilities

Requires extensive knowledge of the kinds and grades of supplies and equipment used by a state agency.

Requires extensive knowledge of office methods and procedures.

Requires working knowledge of purchase regulations and procedures as prescribed by the Division of Printing and the Department of Finance.

Requires working knowledge of state procurement methods and procedures.

Requires working knowledge of the application of elementary bookkeeping principles to the keeping of procurement records.

Requires working knowledge of techniques of specification writing.

Requires working knowledge of commercial arithmetic.

Requires ability to supervise clerks in the performance of routine office duties.

Requires ability to interpret market prices and trends and to apply such interpretation to agency procurement problems.

Requires ability to establish and maintain favorable public contracts.

Requires ability to prepare reports of procurement activities.

Requires ability to operate regular office machinery and equipment.