

**ASSISTANT CHIEF PROCUREMENT OFFICER (GSA)****NATURE OF WORK IN THIS CLASS:**

Assists in directing the programs and activities of the General Supply Services Agency.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Assists in directing the central supply management program operations including purchasing and contracting for materials and services, inventory management, warehousing, distribution, federal and local government property utilization and control, sale, lease or disposal of supplies by public auction, competitive sealed bidding, or other legally authorized method, customer service including technical and research support for customer agencies and related activities with respect to supplies and services.

Coordinates and confers with department heads and employees regarding general and specific supply and services needs and problems; coordinates the implementation of approved supply and services programs and procedures.

Evaluates operations, develops and modifies plans and procedures; works with administrators and supervisors to determine needs; plans programs, interprets or recommends policies and procedures; recommends solutions to problems.

Participates in preparing and administering program budget and administrative policies for personnel, training and safety.

Disseminates and promotes understanding of the objectives and methods of the agency's legal mandate among employees and department and agency heads.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the modern principles, practices and techniques of public procurement and supply administration.

Knowledge of the principles and practices of public administration.

Ability to administer a central procurement and supply operations

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Page 2

and activities for departments and agencies of the government.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations, and other program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in program requirements and operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and writing.

Ability to maintain records and prepare reports.

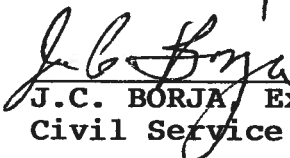
**MINIMUM EXPERIENCE AND TRAINING:**

(a) Seven years of experience in the various phases of technical procurement and supply management work, including four years in public procurement and two years in supervisory procurement activities; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Pay Range: 41

Established: July 1984

  
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J.C. BORJA Executive Director  
Civil Service Commission