



Position Description

PCN	08-0440
POSITION TITLE	PROCUREMENT SPECIALIST
LOCATION	ANCHORAGE
RANGE	17
REPORTS TO	CHIEF PROCUREMENT OFFICER 08-0220
FLSA EXEMPT	No
REVIEWED BY (NAME AND DATE)	KELLY NOBLE APRIL 2023
APPROVED BY (NAME AND DATE)	CHRISTAL MOUA APRIL 2023
EFFECTIVE DATE	APRIL 11, 2023

POSITION PURPOSE:

This position assists the Alaska Industrial Development and Export Authority (AIDEA) by preparing, soliciting, evaluating, awarding, and administering orders and contracts within delegated limits of authority following Authority, State and Federal statutes, regulations, policies and procedures. Most purchases are for equipment, materials, and construction related services.

ESSENTIAL FUNCTIONS:

- Develops and solicits requests for quotes and informal requests for proposals for goods and services for AIDEA programs and projects.
- Issues bids and proposals; evaluates responses; tabulates results, issues bid amendments, notice of awards and contracts, and follows up on contract administration through completion.
- Works with project managers in developing specifications, terms and conditions based on an understanding of the market for the goods or services.
- Prepares Reimbursable Service Agreements (RSAs) and amendments based on input from project managers, management, finance, and other state agencies for AIDEA.
- Enters transactions in the Navision accounting system for updating to finance.
- Makes purchases for a variety of items using a state issued credit card. Provides back-up support for office supply purchases, conferences, and training registrations.
- Assists in preparing contract amendments, Notice to Proceeds (NTPs) to contractors for construction and non-construction related contracts. Tasks include working with project managers and accounting to prepare, route, and send out the appropriate documentation in order to adjust the scope of work, amount, or length of a contract. It also includes verifying compliance with contract terms, pay rates, and scope.

- Provides backup for other procurement positions, as required.
- Assists with day-to-day activities of the office buildings and grounds on Northern Lights and Commercial drive by monitoring and responding to building emails.
- Other duties as assigned.

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS:

While performing the duties of this job, the employee is frequently required to sit and stand; use hands or fingers; handle or feel; talk and hear. The employee is occasionally required to reach with hands and arms. This position frequently requires reading and communication through speech and writing. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TECHNOLOGY, EQUIPMENT, SYSTEMS, AND TOOLS:

Requires advanced skills in word processing, database and presentation software, and spreadsheets. Requires basic skills with email and general office equipment.

CRITICAL KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of administrative processes necessary to support the operations of a business, such as purchasing and inventory, accounts payable/receivable, and financial monitoring.
- Basic knowledge of general record keeping, bookkeeping and accounting practices and terminology, including techniques and methods used in reconciliation of accounts and auditing.
- Ability to read and understand statutes, regulations, procedure guides and contracts.
- Basic knowledge of purchasing and research techniques, data analysis, record keeping, technical writing and math skills.
- Ability to compile and analyze data; calculate cost data; review and understand budgets, use reference manuals, guides and other information resource materials.
- General knowledge of federal, state, and Authority procurement, statutes, regulations, and policies and procedures.
- Knowledge of office equipment and supplies, furniture, personal computers software and hardware and logistics.
- Ability to determine the need for revising procedures and instructions and to draft changes.
- Ability to communicate effectively with staff, engineers, vendors, the public and other state and federal agencies. This position requires the ability to deal firmly, tactfully and courteously with others while providing them with accurate and appropriate information.
- Ability to effectively prioritize workload, multi-task, organize and maintain records related to contracts.

- Ability to manage multiple projects simultaneously.

MINIMUM QUALIFICATIONS:

Associate's degree in business or related field along with at least one year of purchasing or contracting experience preferably with the State of Alaska or other government entity. Must have or be able to obtain certifications under the Department of Administration and DOT/PF procurement certification programs.

Three years of procurement or contracting experience may be substituted for the education requirement.