

**Alaska Court System  
Class Specification**

PROCUREMENT SPECIALIST II

Range: 16

EEO4: 02

SOC: 13-1023

Class Code: C0215

**Definition:**

Under general direction of the Finance Officer, the Procurement Specialist II independently performs professional procurement and supply work in the administrative offices of the Alaska Court System. Duties include the development of supply budgets, projection of needs, purchasing, requisitioning, and reporting of material and supplies at the central level; the reporting and disposal of excess property and equipment; and other related duties as assigned. This is a single position job class with substantial supervisory authority to employ, discipline, and adjudicate the grievances of subordinate employees.

**Distinguishing Characteristics:**

Procurement Specialist II is the journey professional level in the procurement and supply class series. The Procurement Specialist II is distinguished from the Procurement Specialist I in that the Procurement Specialist I performs professional and technical procurement duties using standard practice, procedure, and policies.

Supervision Received: Supervision is specific in outlining goals to be obtained and projects to be completed, but general in allowing the incumbent to develop means and procedures for obtaining the goals.

Supervision Exercised: The Procurement Specialist II is responsible for the supervision of subordinate technical and clerical personnel.

Complexity of Tasks: Duties require the use of a wide range of standard procedures and the analysis of facts to determine appropriate action.

Independent Judgment: Duties require the application of independent judgment within the limits of standard practice.

**Examples of Duties:**

Transact highly technical complex regular and recurring formal procurements. Initiate and prepare Requests for Quotations, Invitations to Bid, Requests for Proposal, and Single Source Procurements for equipment and services in accordance with Alaska Court System Procurement Guidelines.

Identify and prepare specifications and descriptions for needed equipment, supplies, and materials. Make recommendations regarding supply cost effectiveness, substitutions, and utilization of contracted items. Examine purchase requisitions for proper item, commodity description, and completeness.

Expedite material and supply purchases and contact vendors as necessary to resolve supply problems and monitor the delivery and distribution of purchases.

Supervise and perform large scale and complex property inventory and property management functions at the central administrative level for all court locations. Supervise the acquisition, distribution, and disposal of surplus property, material, and commodities. Assist the Finance Officer in establishing and maintaining inventory control procedures.

Develop appropriate recommendations for the court's supply budget and supply needs. Develop life-cycle replacement schedule of regular use equipment and make replacement recommendations to Area Court Administrators. Supervise subordinate supply personnel.

Perform other related work as required.

### **Knowledge, Skills, Abilities:**

The Procurement Specialist II requires knowledge of:

- Governmental purchasing and supply systems;
- The purchasing and supply system of the Alaska Court System;
- Accepted principles and practices of requisitioning, purchasing, shipping, storage, distributing and issuing material, equipment, and supplies;
- Application of accounting principles to supply records; and
- The principles of material inventory accountability and custody; accepted administrative techniques and procedures; personnel supervision.

The Procurement Specialist II requires the ability to:

- Establish and maintain cooperative relations with those contacted in the course of the work;
- Speak and write clearly and effectively;
- Gather and analyze data, reason logically and accurately, and draw valid conclusions;
- Plan, direct, and coordinate own work as well as the work of others;
- Function with a high degree of independence;
- Compile budget estimates; apply accounting principles to supply records.

### **Minimum Qualifications:**

Two years of procurement experience involving writing or approving solicitations, explaining contracting requirements, developing or approving product specifications, or developing or approving a scope of work for professional services. The required work experience is met by service as a Contracting Officer I or Procurement Specialist I with the State of Alaska or an equivalent position with another employer.

01/76 - Original  
07/76 - Revised  
05/89 - Revised  
08/97 - Revised  
11/06 - Revised, WPA Audit, SOC Code  
09/10 - Revised  
02/14 - Remove MQQ's