

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA  
POSITION DESCRIPTION**

**TITLE: PROCUREMENT TECHNICIAN**

**GENERAL DESCRIPTION**

The essential function of the position within the organization is to procure goods and services for the County. The position is responsible for assisting County personnel, preparing bid documents, soliciting proposals and bids, coordinating with bidders, and placing orders. The position works under general supervision according to some procedures; decides how and when to complete tasks.

**PRIMARY DUTIES:** *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Reviews departmental requisitions and assists County personnel with the procurement of goods and services by expediting the procurement process and ensuring compliance with related codes.

Prepares and revises bid solicitation documents for competitive sealed bids and negotiations.

Solicits proposals and/or bids for various County departments for the procurement of construction services, professional services, non-professional services, equipment, goods and other services.

Coordinates with bidders to research availability of goods and services, determine awards, provide assistance with procedures, and respond to questions and concerns.

Places purchase orders for supplies, materials, and equipment through competitive bidding.

Organizes and directs pre-bid conferences and proposal evaluation committees and presents findings to management.

Prepares documentation such as reports and correspondence to communicate information and maintain vendor relations.

Performs related tasks as necessary such as assisting purchasing staff.

**DATA RESPONSIBILITY:** *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**PEOPLE RESPONSIBILITY:** *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

**INVOLVEMENT WITH THINGS:** *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Establishes methods and procedures for acquiring and handling machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

## **PROCUREMENT TECHNICIAN**

**ASSETS RESPONSIBILITY:** *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the supervision of purchasing of high value materials, supplies and equipment.

**SAFETY OF OTHERS:** *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

**MATHEMATICAL REQUIREMENTS:** *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

**COMMUNICATIONS REQUIREMENTS:** *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

**COMPLEXITY OF WORK:** *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**IMPACT OF DECISIONS:** *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

**EDUCATION REQUIREMENTS:** *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in purchasing, marketing, business administration, or a closely related field.

**LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED:** *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none. CPPO, CPM, or PPB certification preferred.

**EXPERIENCE REQUIREMENTS:** *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

## PROCUREMENT TECHNICIAN

### **AMERICANS WITH DISABILITIES REQUIREMENTS**

**PHYSICAL DEMANDS:** *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods and some dexterity in operating office equipment.

**UNAVOIDABLE HAZARDS:** *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

**SENSORY (ADA) REQUIREMENTS:** *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

### **AMERICANS WITH DISABILITIES ACT COMPLIANCE**

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.