

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1714

TITLE: MATERIAL REQUIREMENTS SPECIALIST

GRADE: S-17

DEFINITION:

Under general supervision, purchases and procures equipment, supplies and parts to meet user agency requirements; evaluates vendor performance in satisfying the needs of assigned agency; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Material Requirements Specialist positions are distinguished from positions in the Buyer series of classes in that Material Requirements Specialist positions do not independently purchase items over \$1000 (but make requisitions for items of any value for which funds are available) and do not make final determinations on contract awards as do positions in the Buyer series. Material Requirements Specialist positions are distinguished from Assistant Buyer positions in that Assistant Buyer positions are responsible for more routine purchasing functions and for providing administrative support to the buying/procurement process.

ILLUSTRATIVE DUTIES:

Reviews purchase requests and initiates the procurement process;
Confers with requesting staff members as necessary to clarify needs and suggest substitutions where appropriate;
Develops, in cooperation with users, detailed specifications for new and non-standard material and services and participates in the development of invitations for bid (IFB's);
Contacts vendors to solicit price and availability quotes;
Selects the appropriate procurement method and vendor based on price, supply, contract and availability;
Completes the procurement/purchasing process for orders of less than \$1000 using the Purchasing Inventory Management System (PIMS) and proceeds through Purchasing and Supply Management for larger transactions;
Places blanket purchase order (BPO) calls up to the established dollar limit using contracts set up by the Purchasing and Supply Management Agency;
Contacts vendors to check on the status of and expedite current orders and to ensure compliance with specifications and contract provisions;
Researches and evaluates vendor performance in order to provide input to contract bid evaluations;
Reviews all relevant purchasing contracts and participates in the review of bids and in recommendations for contract awards and changes;
Interviews vendors and reviews vendor catalogues to determine the applicability of product lines to user needs;
Establishes and maintains procurement data files using PIMS, personal computer and/or hard copy;
May lead or supervise warehouse staff.

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REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of supply procedures and requirements;

Knowledge of procurement methods and procedures;

Knowledge of purchasing contract practices and procedures;

Ability to develop supply requirements;

Ability to compare and analyze costs and specifications;

Ability to prepare technical specifications and to analyze and evaluate bids;

Ability to use sound judgment in making decisions;

Ability to communicate in writing and orally;

Ability to operate a personal computer and an automated purchasing/inventory management system;

Ability to work with and evaluate the effectiveness of purchasing contracts;

Ability to establish and maintain effective interpersonal relationships.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

High school graduation or a G.E.D. issued by a state department of education, preferably supplemented by college level courses in purchasing, accounting, business, or public administration; PLUS

Four years of experience involving procurement of materials and/or equipment.

CERTIFICATES AND LICENSES REQUIRED:

None.

REVISED: March 25, 1996