SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/23/16 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROCUREMENT OFF III SCDC POSITION #: 015117
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: PURCHASING, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROCUREMENT SPECIALIST II STATE JOB CLASS: AC20
PAY BAND/LEVEL: 05 C
BAND: 05 SALARY RANGE $ 032838 - $ 060760 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 035523 - $ 035523 SCEIS POSITION #: 61016600

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND WORK EXPERIENCE THAT IS DIRECTLY RELATED TO THE AREA OF EMPLOYMENT. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR REQUIRED WORK EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND ONE (1) YEAR GOVERNMENTAL, MILITARY OR PUBLIC PURCHASING EXPERIENCE; OR AN ASSOCIATE'S DEGREE AND THREE (3) YEARS GOVERNMENTAL, MILITARY OR PUBLIC PURCHASING EXPERIENCE; OR A HIGH SCHOOL DIPLOMA AND FIVE (5) YEARS GOVERNMENTAL, MILITARY OR PUBLIC PURCHASING EXPERIENCE.

DESCRIPTION OF DUTIES:
THIS POSITION IS LOCATED WITHIN SCDC PROCUREMENT DIVISION. INCUMBENT WILL CARRY OUT COMPLEX PROCUREMENT ACTIVITIES ENSURING THAT GOODS AND SERVICES ARE PROCURED IN COMPLIANCE WITH SC CONSOLIDATED PROCUREMENT CODE AND SOUND PURCHASING PRACTICES. DEVELOPS, REVIEWS AND PREPARES SOLICITATIONS FOR APPROVAL FOR THE ACQUISITION OF GOODS AND SERVICES AT THE MOST ADVANTAGEOUS VALUE WITHIN THE GUIDELINES OF THE SC CONSOLIDATED PROCUREMENT CODE, REGULATIONS AND OPERATING PROCEDURES. DEVELOPS SOLICITATION DOCUMENTS INCLUDING SCOPE, INSTRUCTIONS TO OFFERERS, TECHNICAL AND FUNCTIONAL SPECIFICATIONS/STATEMENTS OF WORK, QUALIFICATIONS, AWARD CRITERIA, TERMS AND CONDITIONS, BIDDING SCHEDULES AND ALL NECESSARY ATTACHMENTS ACCORDING TO POLICY. EVALUATES RESPONSES TO PROCUREMENTS TO ENSURE THAT OFFERS ARE RESPONSIVE AND RESPONSIBLE. ISSUES PURCHASE ORDERS IN ACCORDANCE WITH THE SC PROCUREMENT CODE AND REGULATIONS.