



Arkansas Game and Fish Commission Employment Job Posting

PROCUREMENT COORDINATOR - AGFC PROCUREMENT COORDINATOR

POSITION NO: 22095851

POSTING INFORMATION:

Advertisement Opens: Aug. 31, 2021

Advertisement Closes: Dec. 31, 2021

Full Time: Yes

Salary: \$54,860.00 - \$75,004.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal education equivalent of a bachelor's degree in business administration, public administration, or related field; plus five years of experience in purchasing or a related area.

Experience in Systems, Applications, and Products (SAP)/Arkansas Administrative Statewide Information System.

Preferred Education and/or Experience:

NONE

Knowledge, Abilities, and Skills:

Knowledge of state and federal laws and agency purchasing laws, rules, regulations and procedures. Knowledge of effective management techniques, including team building, required to accomplish a variety of requirements in the public and/or private sector to meet the agency's goals and objectives. Knowledge of state budget, fiscal, purchasing and human resource policies and practices. Experience with the Arkansas Administrative Statewide Information System (AASIS), including the financial and procurement capabilities and processes. Ability to interpret, apply and communicate procurement laws, rules, policies, and practices to legislative members and staff, state government leaders, agency senior staff, agency procurement staff, and vendors. Ability to formulate and interpret policies and procedures relating to purchasing. Ability to evaluate and analyze issues and resolve problems between divisions and vendors. Ability to act independently with minimum direction and oversight to accomplish agency mission, goals, and objectives. Ability to plan, organize and direct the work of a subordinate purchasing staff. Ability to communicate orally and in writing.

Preferred Knowledge, Abilities, and Skills:

NONE

POSTING DETAILS:

Position Location:

City: Little Rock, AR

Office: Little Rock Central Office

Division: Fiscal

Job Summary:

The Procurement Coordinator is responsible for directing departmental purchasing activities. This position is governed by state and federal laws and agency policy.

Typical Functions:

Develops or revises agency procurement policies, procedures and workflow in accordance with state and federal laws, policies, rules and methods and ensures agency is in compliance. Provides consultation regarding acquisition of equipment/supplies and professional contracts, prepares purchase requisitions for purchases and purchase orders as needed, assists agency divisions in coordinating and preparing specifications for equipment, advises divisions on purchasing procedures, and solves complex purchasing problems. Prepare and monitors the distribution of purchase requests and bids; tracks processes and timeframes to ensure internal and external requirements are met. Establishes year end purchasing activities and timeframes and oversees the close out and opening of contracts. Ensures the delivery of hard and soft products and asset assignments are made as needed. Reviews and recommends resolution of vendor protests and breach of contract controversies. Oversees negotiations with vendors on terms and conditions, pricing, and vendor performance issues. Meets with agency leaders to provide information and explanation on agency procurement processes and resolve budgetary or other related issues. Performs other duties as assigned.

Specific Duties and Responsibilities:

The Procurement Manager is responsible for coordinating the acquisition of supplies and equipment, planning distribution of purchase requests, and monitoring vendor activities. This position is governed by state and federal laws and agency policy. Facilitates agency interaction and activities with vendors, suppliers, professional vendor associations and other outside entities as required. Ensures compliance of departmental purchases of commodities and services with state and agency procurement laws, regulations, and departmental policies and procedures. Provides technical assistance to agency personnel, vendors, and other entities regarding procurement laws and regulations, state and agency procurement policies and procedures and contract terms. Maintains procurement records ensuring completeness of records and efficient access. Performs other duties as assigned. Supervises a subordinate purchasing staff.

Certificates, Licenses, or Registrations:

N/A

Special Job Dimensions:

Remote work possible after probationary period.

All applicants are subject to a criminal background check.

Other Specific Information:

All applicants are subject to a criminal background check.

Applications must include complete work history and references

As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.