

# PROCUREMENT & CONTRACT SERVICES TECHNICIAN

Job Classification  
Adopted: April 17, 2005  
Revised: July 1, 2009

## JOB FAMILY CONCEPT

hQ.BANNER Applications

- Procurement Law
- Procurement Regulations & Procedures
- Contract Law
- Alaska Statute 39.52, State Employee Code of Ethics
- Federal and State Anti-kickback and Ethics in Procurement Acts

In addition, expertise and guidance is also provided to end users in the following areas as they relate to procurement:

- Grants & Contracts
- Risk Management
- Human Resources
- Intellectual Properties

## TYPICAL FUNCTIONS

***The typical functions listed are typical examples of work performed by positions in this job classification. Not all functions assigned to every position are included, nor is it expected that all positions will be assigned every typical function.***

- Create, edit, and complete purchase orders on BANNER from purchase requisitions entered by departmental end users
- Manage other procurement transactions, including ProCard orders, journal vouchers, change orders to existing purchase orders and order confirmation
- Determine and choose the appropriate method of procurement by researching and referencing regulations, prior purchases and by contacting vendors and users as necessary
- Prioritize processing of orders, ensuring that time sensitive orders are completed as necessary in order to meet users' requirements
- Interpret and apply complex procurement rules and regulations
- Facilitate the processing of unusual procurement requests by providing outstanding customer service and by implementing solutions to unique requirements within established procurement guidelines
- Perform follow-ups on orders, including resolving performance issues and disputes, facilitating payment and documenting purchase order files

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- Perform reconciliation as necessary for ProCard orders
- Perform analysis of procurement patterns in order to identify and recommend areas for consolidation and requirements contracts.
- Maintain BANNER databases related to the procurement function (e.g., vendor information, standard clauses, shipping methods)
- Obtain current information from vendors to ensure their proper classification for tax reporting purposes (e.g., W-9, W-8BEN, I/C Forms, etc.)
- Conduct informal solicitations & source selection for procurements requiring competition by creating, editing, issuing, amending, and awarding RFQ's
- Train and assist users on entry of purchase requisitions and use of centralized BPO's
- ✕ Request and obtain budget overrides

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- \* **Complexity:** Refers to the diversity of rules and regulations (e.g., federal, state, local, and/or international procurement law, University Regulations & Procedures, Federal Acquisition Regulations (FAR), contract law, AS 39.52, State Employee Code of Ethics, Federal and State Anti-kickback and Ethics in Procurement Acts, Uniform Commercial Code (UCC), Internal Revenue Code, OMB Circular A-21 Cost Principals for Educational Institutions). Complexity increases as the number of different regulations increase.
  
- \* **Scope:** Refers to the impact that a project has on the organization, either budgetary or operational. Projects may involve or impact the organization at a departmental or program level, an MAU level, or at the system-wide level. As scope increases projects may impact the organization at a higher level or have a greater impact.
  
- \*\* **Lead:** Provide day-to-day guidance, training and direction for staff in addition to other duties. Regularly assign and review work. Individual must be fluent in assigned area of responsibility.
  
- \*\* **Supervise:** Hire, train, evaluate performance and initiate corrective action.

[July 2009 revisions included formatting document for consistency.]