SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 04/04/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROCUREMENT SPECIALIST II SCDC POSITION #: 013705
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 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 035523 - $ 045869 SCEIS POSITION #: 61016687

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 HIGH SCHOOL DIPLOMA AND A MINIMUM OF FIVE (5)
YEARS IN A BUSINESS MANAGEMENT POSITION AND TWO (2) YEARS OF
GOVERNMENTAL OR PRIVATE SECTOR PURCHASING.

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.