



## PROCUREMENT JOB FAMILY

### CAREER PATH

Jobs in this family are responsible for the procurement and allocation of expendable and non-expendable materials, supplies, equipment, and services for a state agency.

#### Typical functions

The functions within this job family will vary by level, but may include the following:

- ❖ Prepare/process requisitions and related procurement documents.
- ❖ Procure goods and services within established limits and contracts.
- ❖ Track contracts and agreements.
- ❖ Develop contracts using standard clauses, previously prepared model agreements, and routine stipulations.

The work assigned to positions in this series ranges from reviewing documents for accuracy and procuring goods and/or services to managing the procurement function for an agency.

#### Procurement Associate

**Pay grade: 18**

This is a vocational-level position accountable for following detailed procedures with minimal instruction. At this level, employees prepare and process documents for the requisition, purchase, receipt, issuance, and delivery of goods and services. Procurement Associates also secure and maintain control records for a variety of property and equipment. At this level, employees review documents for completeness and accuracy and procure goods or services within pre-established limits of contracts.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

High school diploma or equivalent.

#### Procurement Analyst

**Pay grade: 23**

This is a professional position accountable for using a range of procurement and contracting methods to procure products and services within a set threshold exclusive of pre-established contracts and within pricing guidelines or agreements, and/or preparing and tracking contracts or agreements. At this level, employees are accountable for the contracting process from beginning to end and have responsibility for developing contract and related documents that include standard clauses, previously prepared model agreements, or routine supplemental stipulations.



## PROCUREMENT JOB FAMILY

### CAREER PATH

Incumbents have the authority to analyze best alternatives and negotiate basic terms of contracts in compliance with State procurement rules and specifications.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and one year of relevant experience.

#### **Procurement Specialist**

**Pay grade: 28**

This is a senior-level professional position accountable for managing and overseeing the competitive procurement process on behalf of state agencies. Employees direct and manage the inputs or components (e.g. research, compliance, RFPs, etc.) involved with developing and executing on high level contracts. At this level, employees give consultative advice on contract methods including, but not limited to: identifying and prioritizing needs, assessing the impact of contract decisions, and developing strategies to mitigate risk. Employees are also accountable for recommending State policies and guidelines, training State agency staff, and reviewing State procurements for compliance with statutes, administrative rules, and policies.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and three years of relevant experience.

#### **Procurement Manager**

**Pay grade: 34**

This is a managerial position accountable for overseeing the procurement function for an agency. Employees are responsible for establishing statewide or agency procurement programs compatible with agency objectives and strategies, to include writing, reviewing, and/or negotiating grants, Requests for Proposal (RFP), contracts, and agreements. Employees are accountable for determining contract compatibility with agency objectives and strategic plans. Employees at this level are responsible for setting a budget and ensuring the department operates within that budget. Incumbents are responsible for coordinating multiple resources, scheduling and prioritizing work, and supervising employees. Employee supervision includes hire recommendations, training, planning, and assigning work, performance assessment, coaching,



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### CAREER PATH

and progressive discipline. Employees must have the knowledge and skills to perform and review the work overseen.

**Minimum Requirements** *(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):*

Bachelor's degree from an accredited institution and five years of relevant experience.

### **ADDITIONAL INFORMATION**

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test. The Missouri State Highway Patrol is a Drug Free Workplace.

Employees must be a United States Citizen, or a legal resident of a country participating in the Visa Waiver Program (VWP).

**EEO STATEMENT:** The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

Click [HERE](#) to view our employee benefits.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

**Effective:** 04/30/2024

**Reviewed:** 04/30/2024

**Revised:** --