

EDITED KSAPC LISTING

CLASSIFICATION: BUSINESS SERVICE OFFICER I (SUPERVISOR)

NOTE: Each position within this classification may perform some or all of these KSAPCs

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of English grammar and punctuation as it relates to the preparing of internal/external correspondence, justifications, letters to vendors, and scope of services to communicate in writing with others.
K2.	Comprehensive knowledge of financial record keeping to effectively maintain and disseminate procurement and contracting information to others.
K3.	Comprehensive knowledge of equipment, supplies and the resources available for procurement, contracting, and maintenance to effectively perform the daily duties.
K4.	Basic knowledge of the procedures and requirements necessary in property/equipment and supplies transactions to supervise the Property Controller functions.
K5.	Basic knowledge of budgetary rules, laws, and regulations of state owned or leased office and properties to ensure fiscal accountability and continuity of services.
K6.	Comprehensive knowledge of procurement principles and practices to effectively perform daily duties.
K7	Basic knowledge of the contracts/service and expenses (S&E) orders to effectively create contracts/S&Es.
K8.	Advanced knowledge of the bid process to ensure appropriate vendors are included for the identified scope of services/specifications.
K9.	Basic knowledge of the non-competitive bids (NCB) process to ensure compliance with state rules covering vendor selection.
K10.	Basic knowledge of mandated laws, rules, and regulations governing the Disabled Veterans Business Enterprise (DVBE) and Small Business (SB) participation to ensure compliance.
K11.	Basic knowledge of the Recycle Content Product (RCP) process to identify reportable categories and ensure compliance.
K12.	Basic knowledge of the Recycle And Salvage Program (RASP) process to comply with mandated laws, rules, and regulations.
K13.	Basic knowledge of principles and practices of training others to have a trained and efficient workforce.
K14.	Basic knowledge of contract specifications/scope of work to determine whether the service/equipment provided is in compliance with agreements.
K15.	Basic knowledge of the process to estimate future needs and cost of equipment, supplies and services to replace used/broken equipment, supplies and maintain service agreements.
K16.	Comprehensive knowledge of spreadsheets and databases (i.e., Business Information Systems {BIS}, service logs, property control, etc.) used in the procurement process to track, report and procure commodities/goods and services.
K17.	Basic knowledge of the principles and techniques of supervision to effectively plan, organize, and direct the work of others.
K18.	Basic knowledge of a supervisor's role in the Equal Employment Opportunity (EEO) program and the processes available to meet the Department's EEO objectives as it relates to the supervision of staff.

EDITED KSAPC LISTING

CLASSIFICATION: **BUSINESS SERVICE OFFICER I (SUPERVISOR)**

NOTE: Each position within this classification may perform some or all of these KSAPCs

KSAPC Statements	
Ability to:	
A1.	Communicate effectively to exchange information and/or provide direction to others.
A2.	Analyze data accurately to come to logical solutions while accomplishing daily activities.
A3.	Analyze situations accurately to develop and adopt an effective course of action.
A4.	Reason logically to make sound decisions and recommendations as it relates to procurement activities.
A5.	Write and review specifications/scope of work to determine whether the service/equipment provided meets the standards and requirements for the needs of the location.
A6.	Prepare budgetary data on future procurement acquisitions as it pertains to institutional needs.
A7.	Utilize good work habits to efficiently and effectively perform daily duties.
A8.	Maintain the confidence, cooperation, and trust of those contacted during the course of work to accomplish daily activities.
A9.	Learn rapidly and retain knowledge recently learned in the workplace to comply with changing business practices.
A10.	Inspect miscellaneous properties and equipment to correctly report their condition and recommend replacements.
A11.	Successfully negotiate internal agreements for office space, equipment, supplies, and services to maintain the needs of the facility.
A12.	Estimate future needs and cost of equipment/supplies, and services in order to replace used/broken equipment/supplies, and maintain service agreements.
A13.	Understand and follow direction to accurately carry out work assignments in a timely manner.
A14.	Purchase equipment, services and supplies effectively and economically to meet the supply and demand of the location.
A15.	Compile data to complete purchase orders, mandated reports, equipment listing, and to provide information on procurement and contracting functions.
A16.	Train others to ensure compliance with new or established procurement procedures.
A17.	Interpret and implement established and/or new procurement policies and procedures to comply with laws, rules, and regulations.
A18.	Monitor, review, and track contracts/service and expenses (S&E) orders to prevent lapse of services.
A19.	Evaluate bids to ensure appropriate vendors are included for the identified scope of services/specifications and for cost effectiveness.
A20.	Plan, organize, and direct the work of others to ensure legal adherence to the law affording quality services and commodities for the institution.
A21.	Effectively contribute to the Department's EEO objectives to create and maintain a fair and equitable work environment.