

Job Code Catalog: Procurement

As of: 07/27/23

Job Code	Job Title	Salary Plan	Grade
FEM050	Mgr, Purchasing/Inventory	SWD	M
Min Salary \$51,310.72	Mid Salary \$68,677.24		Max Salary \$86,043.76
Job Summary Manages a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university AND Five years of experience in purchasing/contract or procurement sourcing, Two years of which as a supervisor. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.		

Job Code	Job Title	Salary Plan	Grade
FEM051	Mgr 2, Purchase/Inventory	SWD	N
Min Salary \$57,331.12	Mid Salary \$76,955.29		Max Salary \$96,579.45
Job Summary Leads a specialized category in Strategic Sourcing. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement division or category and vendor performance. May manage multiple categories. Directs subordinate supervisors and staff.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university AND Seven years of experience in purchasing/contracts or procurement sourcing, Two years of which as a manager OR Two years of experience at the lower level Mgr, Purchasing/Inventory (FEM050) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.		

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Job Code	Job Title	Salary Plan	Grade
FEM052	Sr Mgr, Purchase/Inventory	SWD	Q
Min Salary \$80,508.41	Mid Salary \$108,824.07		Max Salary \$137,139.72
Job Summary Directs a Strategic Sourcing division or a category group in a larger entity. Manages target savings and performance for the division or category group. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned categories within the group. Develops and maintains strong working relationships with internal and external stakeholders.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university AND Nine years of experience in purchasing/contracts or procurement sourcing, Six years of which as a manager OR Four years of experience at the lower level Mgr 2, Purchase/Inventory (FEM051) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.		

Job Code	Job Title	Salary Plan	Grade
FEM053	Dir, Purchasing/Inventory	SWD	Q
Min Salary \$80,508.41	Mid Salary \$108,824.07		Max Salary \$137,139.72
Job Summary Oversees the development and implementation of sourcing initiatives and processes for purchasing categories such as goods, services, technology/telecommunications, utilities, etc. Develops and executes strategic procurement strategy and objectives for category management, strategic sourcing, and supplier development. Establishes and maintains strong relationships with entity management, State Purchasing, and key vendors.	Entry Qualifications Bachelor's degree in business or public administration or a related field from an accredited college or university AND Eleven years of experience in purchasing/contracts or procurement sourcing, Eight years of which as a manager OR Six years of experience at the lower level Sr Mgr, Purchase/Inventory (FEM052) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.		

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As of: 07/27/23

Job Code	Job Title	Salary Plan	Grade
FEM054	Sr Mgr1, Procurement	SWD	P

Min Salary
\$71,821.60

Mid Salary
\$96,879.70

Max Salary
\$121,937.80

Job Summary

Directs the procurement activities for a state agency with the largest and most complex "spend" activities. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages the procurement area of responsibility and vendor performance.

Entry Qualifications

Bachelor's degree in business or public administration or a related field from an accredited college or university AND Eight years of experience in purchasing/contracts or procurement sourcing, Three years of which as a manager OR Three years of experience at the lower level Mgr 2, Purchasing/Inventory (FEM051) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis. Note: Some positions require Georgia Procurement Manual area specific certification(s).

Job Code	Job Title	Salary Plan	Grade
FEP020	Purchase/Procurement Agent 1	SWD	I

Min Salary
\$34,973.63

Mid Salary
\$46,213.74

Max Salary
\$57,453.85

Job Summary

Under supervision, provides professional level category support in a variety of procurement activities. Provides assistance in on-going category and vendor performance management.

Entry Qualifications

Associate's degree in business administration, public administration or a directly related field from an accredited college or university OR Two years of experience in a purchasing environment providing support in collecting bids, completing procurement documents and related functions. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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As of: 07/27/23

Job Code	Job Title	Salary Plan	Grade
FEP021	Purchase/Procurement Agent 2	SWD	J
Min Salary \$37,970.99	Mid Salary \$50,335.11		Max Salary \$62,699.23
Job Summary Under general supervision, provides professional level category support in a variety of procurement activities. Participates in on-going category and vendor performance management.		Entry Qualifications Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university OR Four years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 1 (FEP020) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.	

Job Code	Job Title	Salary Plan	Grade
FEP022	Purchase/Procurement Agent 3	SWD	K
Min Salary \$41,268.09	Mid Salary \$54,868.62		Max Salary \$68,469.15
Job Summary Under broad supervision, provides in-depth research and analytical support for a complex category in a variety of procurement activities, and/or leads a less-complex category. Develops and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost for assigned less-complex category(s). Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance.		Entry Qualifications Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university AND Two years of experience in a purchasing environment OR Six years of experience in a purchasing environment OR Two years of experience at the lower level Purchase/Procurement Agent 2 (FEP021) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.	

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As of: 07/27/23

Job Code	Job Title	Salary Plan	Grade
FEP023	Purchase/Procurement Agt Spv	SWD	L

Min Salary
\$45,982.94

Mid Salary
\$61,351.55

Max Salary
\$76,720.15

Job Summary

Supervises, guides, and/or instructs the work assignments of subordinate staff. Develops, coordinates and monitors the agency purchasing, inventory, contract and bidding process throughout the procurement cycle. May manage purchasing card program. Plans and executes procurement strategies that are designed to maximize customer satisfaction and minimize cost. Develops and maintains effective working relationships with internal and external stakeholders. Manages category and vendor performance. Serves as a subject- matter expert.

Entry Qualifications

Bachelor's degree in business administration, public administration or a directly related field from an accredited college or university AND Three years of experience in a purchasing environment, One year of which in a lead/supervisory role OR Six years of experience in a purchasing environment, One year of which in a lead/supervisory role OR One year of experience at the lower level Purchase/Procurement Agent 3 (FEP022) or position equivalent. Note: Some positions may require certification. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

Job Code	Job Title	Salary Plan	Grade
FET040	Purchasing Asst 1	SWD	E

Min Salary
\$25,472.39

Mid Salary
\$32,637.73

Max Salary
\$39,803.06

Job Summary

Under direct supervision, receives, stores and issues property and supplies. Manages, administers or coordinates property and inventory control.

Entry Qualifications

Associate's degree from an accredited college or university OR One year of experience in materials management.

Job Code	Job Title	Salary Plan	Grade
FET041	Purchasing Asst 2	SWD	F

Min Salary
\$27,519.63

Mid Salary
\$35,401.50

Max Salary
\$43,283.37

Job Summary

Under general supervision, receives, stores and issues property and supplies. Coordinates property management and inventory control.

Entry Qualifications

Associate's degree from an accredited college or university OR Two years of experience in materials management OR One year of experience at the lower level Purchasing Asst 1 (FET040) or position equivalent.

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Job Code	Job Title	Salary Plan	Grade
FET042	Purchasing Asst 3	SWD	H
Min Salary \$32,248.75	Mid Salary \$42,467.04	Max Salary \$52,685.32	
Job Summary Under broad supervision, receives, stores and issues property and supplies. Manages property and inventory control and prepares related reports.	Entry Qualifications Bachelor's degree from an accredited college or university OR Associate's degree from an accredited college or university AND One year of experience in materials management OR Three years of experience in materials management OR One year of experience at the lower level Purchasing Asst 2 (FET041) or position equivalent.		

Job Code	Job Title	Salary Plan	Grade
FET043	Purchasing Asst Spv	SWD	I
Min Salary \$34,973.63	Mid Salary \$46,213.74	Max Salary \$57,453.85	
Job Summary Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the purchasing, receiving, storing and distribution of property and supplies.	Entry Qualifications Bachelor's degree from an accredited college or university AND One year of experience in materials management OR Associate's degree from an accredited college or university AND Two years of experience in materials management OR Four years of experience in materials management, Two years of which in a supervisor/lead role OR Two years of experience at the lower level Purchasing Asst 3 (FET042) or position equivalent.		