

## PROCUREMENT SPECIALIST

### JOB DESCRIPTION

**Classification Responsibilities:** A Procurement Specialist performs a variety of responsible paraprofessional assignments associated with formal and informal purchasing, including entry-level buying, insurance monitoring, purchasing; drafts, reviews and compares vendor documents; evaluates and ensures that City, state, and federal laws are being followed; vendor outreach, contract maintenance and monitoring duties, and difficult and specialized assignments in support of a purchasing supervisors, and/or the Procurement Administrator. Develops and maintains department internet site and electronic document management system. This class has several assignments within Purchasing. This class may also (by assignment): supervise clerical and/or administrative support staff, in order to efficiently complete work projects by instructing staff regarding work procedures, assignments, and standards; monitor work in progress; evaluate performance; and conduct pertinent training sessions. This class is responsible for performing related duties as required.

**Distinguishing Features:** Procurement Specialists are expected to exercise independent judgment in the disposition of their daily activities. This class differs from the Procurement Officer class by handling various paraprofessional assignments, and requiring less technical knowledge and experience. This class receives general supervision from a purchasing supervisor, and/or the Procurement Administrator who reviews completed work for accuracy, adherence to department policies and procedures, and overall results achieved. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Purchasing, Public, or Business Administration, or related field. Considerable (3 - 5 years) experience in private or public sector contract administration, purchasing, vendor management, procurement card, accounting, finance, or a closely related field. Personal computer (PC) experience, proficient with Microsoft Office applications (Word, Excel, Access).

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Fundamental knowledge of the City's bidding and purchasing process and procedures or formal governmental purchasing experience. Procurement Card (PCard) program or vendor management experience (based on assignment). A minimum typing speed of 45 net words per minute (wpm).

### ESSENTIAL FUNCTIONS

**Communication:** Communicates verbally and in writing with management, coworkers, other City employees, vendors, contractors, the general public, suppliers, and other government agencies to

establish and maintain effective working relationships. Explains purchasing policies and procedures clearly and concisely. Prepares requests for formal bids and/or informal quotations; bid tabulations; statistical data, narrative, and City Council reports; and various other documents by assignment. Verifies accuracy of budget and accounting information provided by other City departments.

**Manual/Physical:** Handles routine purchasing assignments such as obtaining telephone quotations, placing orders against open contracts, etc. Monitors pending purchases, warranties, and other purchasing-related issues using a variety of recordkeeping systems. Operates a variety of standard office equipment. Establishes and maintains database files relating to the purchasing function. Prepares a variety of purchasing-related documents and correspondence. Prepares and updates schedules, bid calendars, distribution lists, etc. Presides at public bid openings /pre-bid conferences by assignment. Sorts and distributes incoming mail and supplies.

**Procurement Card Assignment:** Communicates with employees, vendors, contractors, and others responding to questions regarding the Procurement Card (PCard) program including appropriate use; spending limits; card status; Merchant Category Codes; fraud attempts; and Works entry, completion, and navigation. Explains and interprets Management Policy and Program Guidelines. Troubleshoots and resolves system-related issues requiring advanced technical knowledge. Maintains secured and confidential information and identifies controls to prevent misuse. Uploads and manages secured data in associated agencies' websites in order to benefit from contract spend. Receives rebate funds and gift cards and monitors and tracks eligibility requirements and ensures appropriate handling of funds and reporting practices are followed. Receives and reviews PCard applications and change forms, and approves/rejects according to policy. Monitors and tracks monthly end-of-billing cycle allocation/sign-off and flagged transactions. Documents exceptions, and maintains active/inactive cardholder accounts. Updates program training manuals and conducts training sessions with cardholders requiring extensive knowledge of program policy and system functionality. Reviews monthly statement cycle, PCard and database reports, and invoices and performs random audits on transactions. Identifies instances of program misuse and issues reprimand notifications. Deactivates and removes users when appropriate and around cycle timing. Completes monthly and annual statistics of program, requiring accurate record-keeping and utilizing several databases. Monitors associated contracts and analyzes contract spend and suggests ways to enhance program in order to benefit the City.

**Solicitation/Requisition Assignment:** Assists Procurement Officers in preparing written documents such as Request for Bids (RFB's), Request for Proposals (RFP's), Request for Information (RFI's), Request for Qualifications (RFQ's), etc., as well as obtaining informal quotes ensuring that City, state, and federal laws are being followed. Reviews department requisitions and documentation to ensure compliance to policies and procedures. Creates award documents electronically in the City's financial system. Ensures all work is completed in alignment with Purchasing and City long-term strategies. Presents ideas clearly, both verbally and in writing, to share acquired information; addresses problem/conflict situations as necessary, translating information and technical evaluation results into business language. Works courteously with customers in order to identify and resolve problems. Attends meetings and/or seminars, training, etc. and schedules meetings as required. Handles a variety of telephone inquiries. Communicates purchasing-related policies and procedures to City employees, vendors, personnel from other government agencies, and the general public. Monitors associated contracts and analyzes contract and non-contract spend.

**Vendor Management Assignment:** Utilizes and works with the Enterprise Resource Planning (ERP) system, including purchasing-related documents (vendor creation and modification documents

specifically) and advanced technical knowledge of vendor/customer table and Vendor Self Service (VSS) web portal. Researches, analyzes, and evaluates data from multiple sources to identify best method of account setup and functionality of financial system and interactions with multiple independent interfaces. Requires independent IRS tax professional registration in order to verify and confirm Federal eligibility and reporting status and account authentication; ensuring that the City, state, and federal laws are being followed. Maintains secured and confidential information. Communicates with team members in order to maintain continuity of customer service. Prepares written documents confirming account status and system functionality with clearly-organized thoughts, translating thoughts and system evaluation results into business language. Presents ideas clearly, both verbally and in writing, to share acquired information or knowledge; discusses alternatives; and addresses problem/conflict situations. Communicates and assists ERP users with vendor document creations and modifications. Troubleshoots, interprets, and resolves error messages, and explains business practices and guidelines of vendor management, while working independently and without specific instruction. Performs as a subject matter expert (SME), and assists ERP Trainer with educating Citywide staff and providing updated/current training materials. Troubleshoots system-related issues and web portal issues. Assists Citywide users in vendor lookup and activation process, communicating best practices for procurement activity and document processing. Processes all vendor creation and maintenance documents that workflow into purchasing, either approving or rejecting documents based on business practices, and informing end-users of required data and specifications. Assists vendors with VSS application, system questions, and registration process. Responds to inquiries and phone calls from vendors, providing one-on-one communications with vendor, and assistance in web portal and navigation. Verifies and monitors batch job processing within job manager for synchronization.

**Mental:** Evaluates purchases and proposed purchases made by City departments, (involving the interpretation and application of established policies and procedures), and various forms from assigned City department(s) for completeness, accuracy, and compliance with established purchasing policies. Requires understanding of technology and technology issues to accurately capture and translate appropriate system functionality and relationships with interfacing systems. Requires guiding and interpreting how procurement guidelines and processes must be followed. Reviews and updates reports, bid renewals, and vendor compliance documents to ensure their accuracy. Resolves routine work-related problems. Comprehends and makes inferences from written material. Prioritizes work assignments. Performs arithmetic calculations, such as applying discounts, markups, and varying tax rates. Balances and reconciles statements. Learns job-related material through on-the-job training. Attends job-related meetings as required.

**Knowledge and Abilities:**

Knowledge of:

the methods, policies, and procedures involved in municipal purchasing procedures;  
City purchasing ordinances and related management policy;  
sources of supply, current market conditions, price trends, and new product development methods and sources; and  
the principles and practices of municipal finance, budgeting, and accounting.

Ability to:

perform a variety of responsible paraprofessional assignments;

by assignment, maintain working knowledge of the products available through the Strategic Alliance for Volume Expenditures (SAVE), and other cooperative purchase contracts;  
explain purchasing policies and procedures clearly and concisely to employees, vendors, and the public;  
use a PC to prepare a variety of reports and perform related assignments;  
evaluate purchases and proposed purchases made by other City departments in a fair and impartial manner;  
conduct research and apply independent judgment related to assigned work;  
make mathematical computations;  
establish and maintain a variety of complex manual and automated databases, reports, and files; and  
safeguard cash, bonds, or other valuables for processing.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised/ Updated Preferred Qualifications 8/16

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PAY GRADE: 43

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