

PROCUREMENT OFFICER I

JOB DESCRIPTION

Classification Responsibilities: A Procurement Officer I is the entrance level of the professional Procurement Officer class series and performs professional level purchasing tasks associated with formal and informal purchasing; contract negotiations; scope of work development; and interpreting and creating final contract documents involving a wide variety of materials, supplies, equipment, and services for the City. Employees in this class are responsible for the following duties: communication with suppliers, contractors, and department officials and employees regarding purchase requisitions, specifications, bids, contracts, orders, and related matters; the drafting, review, and comparison of specifications and prices of competitive items; the examination, inspection, and comparison of the quality of merchandise and/or services purchased or to be purchased by the City; the drafting, editing, review, and interpretation of contract terms, conditions, and specifications; the evaluation of proposals, bids, and quotations; and the awarding, final negotiation, and/or recommendation of contract awards within prescribed limits. This class is responsible for performing related duties as required.

Distinguishing Features: The Procurement Officer I class is distinguished from the Procurement Officer II class by the latter handling complex purchasing tasks; exercising independence and initiative in assigned duties; requiring additional technical knowledge and experience; and maintaining a Certified Professional Public Buyer (CPPB), Certified Public Procurement Officer (CPPO), NIGP Certified Procurement Professional (NIGP-CPP) Certified Professional in Supply Management (CPSM), or Certified Purchasing Manager (CPM). Procurement Officer IIs are granted greater independence under which work is performed and are responsible for handling more complex procurement tasks and departments. The Procurement Officer I is supervised by the Procurement Supervisor who reviews work through reports, conferences, and the evaluation of overall results achieved. As experience is gained, incumbents are expected to exercise independence and initiative in daily activities. This class is FLSA exempt-professional.

Employees in this classification may progress by non-competitive promotion to the Procurement Officer II class after meeting the specific criteria-based promotion requirements; certification to a CPPB, CPPO, NIGP-CPP, CPSM, or CPM; and meeting the minimum qualifications of the Procurement Officer II classification.

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 a Bachelor's Degree in Supply Chain Management, Purchasing, Public or Business Administration, or related field; and two (2) years of full-time experience involving the acquisition of equipment, supplies, commodities, or services for a government agency or private company such as contract writing, preparing, reviewing, and analyzing solicitations and bid specifications involving a competitive bidding and negotiation process **OR**

Graduation from an accredited college or university with a Master's Degree in Business or Public Administration or Supply Chain Management may substitute for the required two (2) years of full-time experience.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Professional certification as a CPPB, CPPO, NIGP-CPP, CPSM, or CPM is highly desirable. Experience in developing, evaluating, and administering contracts, preferably for a municipal government. Graduation from an accredited college or university with a Master's Degree in Supply Chain Management, Purchasing, or Public or Business Administration is also desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with other City departments, vendors, management, contractors, and public officials to create and solicit various types of solicitations, including Request for Proposals (RFP) and Request for Bids (RFB), to develop and administer contracts, to present purchases for City Management and City Council approval, and to establish and maintain effective working relationships. Serves as the centralized formal purchasing and contract administration for various departments throughout the City. Prepares contractual agreements and assists in developing specifications for supplies, services, and equipment requiring formal bids. Participates in cross-functional project teams assigned to develop or evaluate contracts or proposals. Instructs and/or trains employees regarding formal purchasing policies and procedures in regards to all City purchases. Prepares written documents such as RFBs, RFPs, Request for Quotation (RFQ), Request for Information (RFI), and contract documents with clearly organized thoughts and using proper sentence structure, punctuation, and grammar, in order to complete formal purchasing and contract management tasks. Communicates effectively with coworkers, requisitioning officials, suppliers, salespersons, and the general public to establish and maintain effective working relationships. Assists in developing a variety of purchasing-related documents including contract terms, conditions, specifications, and contractual agreements.

Manual/Physical: Creates contract documents. Compares the quality of purchased merchandise and/or services. Secures price quotations and prepares terms, conditions, and/or specifications for prospective purchases. Participates in bid tabulation, and places orders for materials, equipment, supplies, and services. Reviews their own work to ensure compliance with standard operating procedures, federal and state regulations, City Charter, City Purchasing, and legal guidelines. Evaluates information to ensure compliance with City policies and public procurement and contract law. Operates a variety of standard office equipment, including a personal computer (PC), calculator, copier, and facsimile machine. Meets scheduling and attendance requirements.

Mental: Prioritizes own work. Answers questions related to purchasing policies and procedures. Determines the needs of organizational units served. Evaluates commodities and services to recommend the best alternative. Prepares technical specifications and invitations to bid. Analyzes bids submitted and identifies the best bid. Awards contracts within delegated authority limits. Analyzes purchase contracts and agreements and interprets terms and conditions. Performs cost analysis. Conducts

research and performs cost analyses relevant to assigned projects or contracts. Comprehends and makes inferences from a variety of written material. Learns the laws, ordinances, rules, and regulations governing the purchase of commodities and services for the City.

Knowledge and Abilities:

Knowledge of:

the laws, ordinances, rules, and regulations governing commodities and services purchasing for the City; the methods, policies, and procedures involved in purchasing a large quantity and variety of supplies, equipment, services, and goods; contract law; the various contract development and source selection methods; principles and practices of contract negotiations, conflict resolution, and public administration; contract negotiation and the awarding of contracts based on the best bid; the various grades and qualities of commodities available to be purchased; the sources of supply, markets, and price trends; the principles and practices of municipal finance, budgeting, and accounting; and current market conditions, trends, and new product development.

Ability to:

exercise initiative in the performance of assigned duties; purchase a wide variety of materials, supplies, equipment, and services for the City; prepare bids, technical specifications, and contractual agreements; perform research; determine the needs of the organizational units served; prepare bids, technical specifications, and contractual agreements; conduct research and apply independent judgment and technical knowledge to analyzing bids, making awards, evaluating merchandise and/or service quality, and comparing specifications and prices of competitive items; apply proper descriptive terminology or specifications to requisitions for commodities and services; apply independent judgment and technical knowledge to analyzing bids, making awards, examining merchandise quality, and comparing specifications and prices of competitive items; apply proper descriptive terminology or specifications to requisitions for commodities and services; produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar; and communicate effectively, both orally and in writing, in a one-on-one or group setting.

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 does 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.

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