

PROCUREMENT ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Procurement Administrator manages, organizes and directs operations of the Purchasing Division by performing administrative duties and overseeing City purchases, contracts, programs, projects, professional, paraprofessional, and clerical staff.

The Procurement Administrator formulates and implements the division's strategic and operational plans to support the departments and the City's directions and goals. The Procurement Administrator develops, implements, and evaluates division policies, projects, and programs allocating resources to efficiently and effectively meet the needs of its customers and achieve the strategic objectives of the department and the City. The Procurement Administrator makes recommendations, provides input on departmental issues and policies, and facilitates solutions to problems facing the department.

The Procurement Administrator leads the division for maximum employee productivity and morale through hiring, disciplining, evaluating employee performance, investigating and resolving grievances, and other human resources actions. The Procurement Administrator champions the values of the organization through example and accountability.

The Procurement Administrator develops and oversees the division's annual budget, researches complex purchasing-related matters, analyzes organizational and community needs, analyzes trends, reviews statistics and opportunities, and communicates information to department leadership of impending developments and accomplishment of actions. Responsible for ensuring division operations conform to local, state, and federal governmental regulations, other applicable rules and requirements as well as assuring best practices and good public policy standards are met.

The Procurement Administrator maintains professional knowledge and promotes professional development of staff by attending seminars, reviewing professional publications, participating in professional organizations, assessing training needs, developing materials and programs, conducting training programs and identifying training opportunities.

The Procurement Administrator ensures customer satisfaction and acts as a liaison by attending meetings, making presentations on policies and procedures, providing input on proposed legislation, preparing correspondence, communicating with other departments, informing and advising departments and other groups on current trends and laws. The Procurement Administrator develops strategic partnerships and contacts with community representatives, external agencies, and other organizations to develop a sense of relevant issues facing our community and to respond as a representative of the City.

This class is also responsible for performing related duties and representing the Business Services Department Director as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Procurement Administrator is expected to exercise considerable initiative and independence in managing the overall day-to-day activities of the Purchasing Division. The work of this class involves extensive contact with City departments, vendors, the general public, the City Council

and periodic contact with the media. Attends City Council meetings and study sessions as required. This class is supervised by the Business Services Department Director who reviews work through reports, conferences, and overall results achieved. This class is FLSA exempt-executive.

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 Purchasing, Supply Chain Management, Public or Business Administration, or related field; and five years of supervisory experience. Extensive (5+ years) professional-level experience involving the acquisition of equipment, supplies, services, and commodities for a government agency (preferably municipal) or private company with a substantial purchasing program involving a competitive bidding and negotiation process.

Special Requirements. Certification from the Universal Public Purchasing Council as a Certified Public Purchasing Buyer (CPPB) or Certified Public Procurement Officer (CPPO) or from the Institute for Supply Management as a Certified Professional in Supply Management (CPSM) or Certified Procurement Manager (CPM) within one (1) year of hire is required.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Professional certification as a CPPB or CPPO or from the Institute for Supply Management as a CPSM or CPM is highly desirable. Experience in developing, evaluating and administering contracts, preferably for a municipal government. Experience in supervising staff responsible for acquiring products and services through formal and informal contracting activities. Graduation from an accredited college or university with a Master's Degree in Supply Chain Management, Purchasing, Public Administration or Business Administration is also desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinates and department staff, vendors, requisitioning departments, and the general public to establish and maintain effective working relationships. Responds to inquiries and questions from City employees regarding a variety of purchasing-related topics. Serves as the division liaison regarding policies, procedures, and daily operation activities. Effectively communicates with City management and the City Council representing purchases made through the Purchasing Division, building a reputation of expertise and credibility. Prepares contractual agreements and assists in writing specifications for supplies, services, and equipment requiring formal bids. Negotiates blanket-purchased items representing the lowest cost and highest quality available for the money. Participates in and/or leads cross-functional teams assigned to develop or evaluate contracts or proposals.

Manual/Physical: Attends meetings at locations throughout the City. Operates a variety of standard office equipment including a personal computer, fax machine, copier, and calculator.

Mental: Supervises various professional and para-professional level employees including: planning, organizing, and assigning the workload; employee training and development; completing performance evaluations; and maintaining adequate staffing levels. Prioritizes own work. Learns the laws, ordinances, rules, and regulations governing the purchase of municipal commodities and services. Develops recommendations for improving operating procedures and policies. Comprehends and makes inferences from a variety of written material. Researches new and existing product lines to improve quality and lower the costs of items purchased. Analyzes requisitions and/or orders for quantity, specifications, delivery requirements, and compliance with established policies and procedures. Determines the method and source of a purchase. Prepares technical specifications and bid/proposal documents. Evaluates formal and informal bids and proposals for commodities and services to recommend the best alternatives. Analyzes purchasing contracts and agreements and interprets terms and conditions.

Knowledge and Abilities:

Knowledge of:

the laws, ordinances, rules, and regulations governing commodities and services purchasing for the City; contracting methods, especially as they may be applied to the public sector;
the methods, policies, and procedures involved in purchasing a large quantity and variety of supplies, equipment, services, and goods;
modern supply management principles and practices, including safety practices/procedures and inventory control methods/practices;
the laws, policies, and regulations governing the purchase of commodities and services for the City;
the accounting, data processing, and recordkeeping practices as applied to public purchasing and supply management;
the various contract development and source selection methods;
contract negotiation and the awarding of contracts;
the various grades and qualities of commodities available to be purchased;
warehousing methods and practices;
supervisory techniques and methods;
the economic factors that impact sources of supply, markets, and price trends;
the principles, practices, and procedures of motivation, supervision, evaluation, and training;
proper grammar, spelling, report writing, and punctuation.;
the principles and practices of municipal finance, budgeting, and accounting; and
current market conditions, trends, and new product development.

Ability to:

manage, direct, and coordinate the activities of the City's Purchasing Division;
supervise and evaluate the performance of professional and para-professional level employees;
purchase a wide variety of materials, supplies, equipment, and services for the City;
research, prepare, review, and approve technical specifications, Purchase Requisitions, Purchase Orders, Requests for Bids and Proposals, and contract documents;
negotiate and prepare agreements and contracts;
attend City Council meetings and respond to inquiries regarding contracts, bids and proposals;
make rational decisions in accordance with established policy;
apply independent judgment and technical knowledge to analyzing bids, recommending awards,

examining quality, and comparing specifications and prices of competitive items;
evaluate price increases or other material changes to orders and contracts already in force;
exercise initiative in the improvement, development, and conduct of purchasing programs and services;
establish and maintain effective working relationships with City department managers, other City employees, subordinates, and vendors;
present ideas concisely and effectively, both orally and in writing;
work with City officials, City management, department and division heads, and supervisors to develop viable consensus solutions to problems;
make decisions impartially and objectively;
explain complicated and technical problems in simple, non-technical language;
develop and deliver training to division and department staff as well as City staff and the vendor community;
write clear, complete, accurate, and logical reports;
communicate effectively, both orally and in writing;
represent the City at various training and outreach opportunities; and
assume the duties and responsibilities of the Business Services Director as needed.

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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TC/nbr/jh

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JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 54

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