PROCUREMENT SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Procurement Supervisor handles highly complex, professional level purchasing tasks associated with formal and informal purchasing; contract negotiations; scope of work development; interpreting and creating final contract documents involving a wide variety of materials, supplies, equipment, and services for the City; and supervises Procurement Officer and/or Procurement Specialist positions as assigned. Procurement Supervisors are responsible for handling the City's most complex procurements and departments and representing the Procurement Administrator as required. Employees are required to work with department subject matter experts or executive staff to help develop specifications and may be required to conduct specialized research on contracts. Procurement Supervisor may be required to work on high profile and sensitive procurements, including national cooperative contracts. 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. The Procurement Supervisor leads the team for maximum employee productivity and morale through hiring, disciplining, evaluating employee performance, investigating and resolving grievances, and other human resources actions. The Procurement Supervisor maintains professional knowledge and promotes professional development of staff by attending seminars and conferences, reviewing professional publications, participating in professional organizations, assessing training needs,developing materials and programs, conducting training programs, and identifying training opportunities. This class is responsible for performing related work as required.

Distinguishing Features: The Procurement Supervisor class is distinguished from the Procurement Officer I and II class by requiring the performance of supervisory duties and a greater degree of independence under which work is performed. Incumbents may advise Procurement Officers I/II and Procurement Specialists on more complex matters. This class is also responsible for performing related duties and representing the Procurement Administrator as required. Administrative direction is received from the Procurement Administrator who reviews work through reports, conferences, and the evaluation of overall results achieved. This class is FLSA exempt-professional.

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 (5) years of full-time experience involving the acquisition of equipment, supplies, commodities, or services

for a government agency or a private company, such as contract writing, preparing, reviewing, and analyzing RFPs, RFBs, solicitations, and bid specifications involving a competitive bidding and negotiation process.

Special Requirements. Certification from the Universal Public Purchasing Council as a Certified Public Purchasing Buyer (CPPB), Certified Public Procurement Officer (CPPO), or Certification from the National Institute of Governmental Purchasing (NIGP): The Institute for Public Procurement as an NIGP Certified Procurement Professional (NIGP-CPP), or Certified Professional in Supply Management (CPSM) within one (1) year of hire is required.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in developing, evaluating, and administering contracts preferably for a municipal government. Good (1 – 3) years of experience in supervising staff responsible for acquiring products and services through formal and informal contracting activities is preferred. Graduation from an accredited college or university with a Master's Degree in Supply Chain Management, Purchasing, or Business Administration is 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: 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 the work products of others 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, public procurement, and contract law. Operates a variety of standard office equipment, including a personal computer (PC), calculator, copier, and facsimile machine.

Mental: Supervises subordinate-level employees including: planning, organizing, and assigning the day-to-day workload; employee training and development; completing performance evaluations; and maintaining adequate staffing levels. Prioritizes own work and assists coworkers, vendors, and others

with 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:

supervise and evaluate the performance of subordinate-level employee(s);
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;
produce written documents with clearly organized thoughts using proper sentence structure, punctuation, and grammar;
communicate effectively, both orally and in writing, in a one-on-one or group setting; and
assume the duties and responsibilities of the Purchasing Administrator during the latter's absence.

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.

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CLP/js

CS4301.DOCX	PAY GRADE: 56
EEO-Prof	IND-8810
JOB FCTN-FIN	SWORN-No
Non-DOT Safety and Security-N	Non-DOT Random-N
CDL-N	DOT-N
RESP-N	INCREMENTS 24-200