



City of Tempe

PROCUREMENT SPECIALIST

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	532	<i>FLSA Status:</i>	Non-exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$22.431731
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$30.282692
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Procurement Specialist
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Paraprofessionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general supervision from higher level procurement staff, or from other supervisory or management staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two years of procurement, accounting, clerical or customer service experience in an office environment.
<i>Education:</i>	Equivalent to an Associate’s degree with preference towards major coursework in bookkeeping, accounting or business; or degree related to the core functions of this position. A professional certification (CPPB or equal) may substitute for the Associate’s degree.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To perform a variety of entry-level, paraprofessional procurement assignments including document management, quote solicitation, research and report generation, auditing, and contract administration duties in support of the Procurement Division.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Assist Procurement Officers with the development and posting of solicitations, addendums, contracts, and contract modifications to ensure conformity with applicable laws, policies and procedures
- Assist Procurement Officer in soliciting and evaluating verbal and written quotes from suppliers
- Receive and secure receipt of bids and proposals and assist with formal solicitation openings and electronic postings of bid results
- Perform contract administration activities including contract renewal processing, monitoring contract spending, conducting contract pricing audits, expediting deliveries and general follow up and coordination with suppliers
- Assist in the administration of the City's Procurement Card program to include user training, resolution of user questions, and conduct monthly reconciliation audits
- Develop and maintain contract folders (to include both hard copy and electronic copies) to ensure that a complete and accurate record of events related to all formal and informal procurements is maintained
- Utilize Procurement web site for posting of solicitations, addendums, and awards to include general upkeep of forms and links
- Process requisitions and approve purchase orders to ensure that purchases are in accordance with contract terms and conditions; identify unauthorized product substitutions and take corrective actions with vendor and requisitioning department
- Research and resolve problems associated with purchase orders issued (i.e. invoicing, backorders, damaged goods)
- Compile and organize a variety of reports using statistical, financial and operational data
- Assist with supplier out-reach efforts that includes attendance at trade shows to promote business opportunities within the City of Tempe
- Perform related duties as assigned
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computer, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective April 2015</i>