



City of Tempe

PROCUREMENT OFFICER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	310	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$61,813
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$83,447
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Procurement Officer
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Procurement Administrator or management staff.
 Exercise direct supervision over assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Must have recent experience in procurement and contracting for a public (government) agency or large corporation that has a formalized procurement process whereby procurement actions and contract award recommendations must be justified and documented in writing. Candidate must have at least three (3) years of increasingly responsible buying and contracts administration experience. Possess knowledge of a variety of software applications used in the Procurement function and general office environment.
<i>Education:</i>	Must have a Bachelor's degree from an accredited college or university with classes in procurement, supply chain management, business administration or degree related to the core functions of this position. A professional procurement certification and a minimum of five (5) years' experience performing similar procurement duties as detailed herein may substitute for the Bachelor's degree.
<i>License / Certification:</i>	Professional certification as a Certified Public Purchasing Buyer (CPPB), Certified Purchasing Manager (C.P.M) or Certified Public Purchasing Officer (CPPO) is highly desirable.

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. This is a senior level procurement and contract position that requires the work efforts of an experienced and highly qualified professional. The position will perform a variety of professional level duties in procurement and contracts administration of materials and services for the City.

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.
- Work in partnership with customer departments to develop, write and compose: specifications, scope of work, technical questionnaires, contract terms & conditions. And price pages for invitations for bids, request for proposals, request for qualifications and request for quotations as applicable for the procurement of products, equipment, contracted services, technology, and professional services.
- Conduct pre-solicitation conferences and prepare solicitation addendums and contract amendments.
- Responsible for facilitating evaluation committee meetings to arrive at justifiable award recommendations.
- Prepare detailed City Council communications regarding award and renewal recommendations that fully describe the solicitation and evaluation process.
- Conduct debriefing sessions with responding companies to discuss decisions made during the evaluation process.
- Respond to vendor protests in accordance with the City Procurement Code.
- Compose a variety of written correspondence to vendors and staff.
- Facilitate evaluation teams in the review and scoring of solicitation responses; structuring requests for best and final offers, coordinating interview sessions, and negotiating contracts.
- Perform complex and accurate bid/proposal price/cost analysis for a variety of products and/or services.
- Use PeopleSoft Financial software system to receive incoming requisitions, make any necessary requisition update changes, convert requisitions to purchase orders, make necessary purchase order additions, deletions and/or modifications.
- Operate a variety of software programs including PeopleSoft financial software, SIRE Webcenter for City Council agendas and contract database, Microsoft Office Suite programs including Excel, Word, PowerPoint, Outlook, SharePoint, and procurement web page applications.

- Make public presentations to describe the solicitation and evaluation process in response to vendor inquiries.
- Administer approximately 250 ongoing term contracts to ensure timely renewals or timely bidding of replacement contracts, solve contract issues, and maintain cost containment within existing contracts.
- Work with other public agencies to promote, develop, issue and award cooperative bids.
- Encourage vendors through active business outreach efforts to become involved in bidding on City contracts and increase competition in the marketplace.
- Meet with vendors to explain the City's Procurement process and guide them on vendor registration and strategies for contract success.
- Assist customer departments in developing cost effective and competitive specifications for goods or services.
- Assist in the implementation of goals and objectives and procurement policies and procedures.
- Prepare and maintain statistical reports as related to assigned procurement responsibilities.
- Supervise, review and evaluate the work of Procurement support staff.
- Participate in the administration of the City's surplus property program.
- Assist with presenting formal Procurement training courses to City employees.
- Manage the City's Procurement Card program to include employee training, card distribution, account management, fraud prevention, etc.
- Provide pro-active performance planning utilizing performance management tools. Perform other related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

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

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised November 2001

Revised November 2001 (range adj due to market)

Revised July 2006

Revised August 2016 (update job duties and minimum qualifications)