



**Range:** SM-1  
**FLSA:** Exempt  
**Date:** December 22, 2021

## **PROCUREMENT OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under administrative direction of the Director of Financial Services, performs professional level work in the planning, organization, development, and coordination of City-wide centralized purchasing activities including formal and informal purchasing, contract negotiations, scope of work development and creating final contract documents. This position serves as the principal public purchasing official for the City and is responsible for the procurement of materials, equipment, supplies, services, and construction in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the Financial Services Director or designee. May exercises some supervision over lower-level staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Procures or supervises the timely procurement of a wide variety of materials, equipment, supplies, services, and construction needed by City departments in accordance with City codes, administrative directives, and all other applicable federal, state, and local laws, policies, and procedures.
2. Ensures the integrity of the public procurement process.
3. Writes and implements operational procedures including the Sedona Purchasing Manual.
4. Provides training on procurement process to departments and works with departments to ensure compliance with purchasing policies and procedures.
5. Manages the City's Procurement Card and Fuel Card programs to include support for employee training, card distribution, account management, fraud prevention, etc.
6. Performs complex analysis of capital program funding sources and other restricted/committed/assigned funding sources and ensures all legal and statutory requirements are addressed.
7. Monitors the City's electronic payments and check disbursements for compliance with policies and procedures.

8. Ensures needed materials, supplies, equipment and services are available to the City on a timely, economical basis and evaluates department purchasing practices to ensure management of necessary supplies and materials inventory levels.
9. Prescribes procedures and participates in the administration of the City's surplus property program governing the disposal, transfer, auction and reutilization of surplus property and equipment consistent with state statute and City policy.
10. Formulates, in conjunction with departments, strategic procurement plans for the City in order to maximize buying power and minimize inefficiencies.
11. In coordination with departments, prepares and issues solicitation documents. Conducts pre-solicitation conferences. Facilitates and participates in interviews of proposers and evaluation of bids and proposals to arrive at justifiable award recommendations. Conducts negotiations with suppliers on proposals, contract terms and conditions, and best and final offers.
12. Prepares detailed price analysis and scoring matrices.
13. Responds to vendor protests in accordance with the City Procurement Code and makes determinations with respect to bid protests or contract claims in coordination with departments and the City Attorney.
14. In coordination with departments, prepares solicitation addendums and contract amendments, and prepares detailed City Council communications, including presentations, regarding award and renewal recommendations that fully describe the solicitation and evaluation process.
15. Encourages vendors through active business outreach efforts to become involved in bidding on City contracts and increase competition in the marketplace.
16. Manages and makes recommendations for alternative procurements (e.g. emergency, sole source and competition impracticable) and city-wide procurements (e.g., quotes/bids for common supplies and office services) and maintains centralized approved and pre-qualification vendor lists.
17. Secures quotations and places orders for emergency purchases of commodities when bids are not required to meet the immediate purchasing needs of City departments.
18. Manages cooperative purchasing opportunities by maintaining memberships with cooperative purchasing organizations, advising cooperative organizations of issues with existing contracts and opportunities for new cooperative contracts.
19. In coordination with the City Attorney and project managers, establishes standard contract clauses for use in City contracts, solicitations, and purchase orders. Prepares or facilitates the preparation of contractual documents with suppliers and coordinates legal review as needed.
20. Reviews, executes, and approves contracts and purchase orders; ensures timely renewals or timely bidding of replacement contracts; and coordinates and approves year-end rollovers of purchase orders.
21. Establishes and supervises a contract administration system designed to ensure contractors are performing in accordance with the terms and conditions of their contracts; evaluates and approves contractor change orders and contract amendments.
22. Prepares and coordinates contract administration documents including contract expiration notices, insurance, reviews vendor deficiencies, hosts post award meetings, and conducts contract user surveys as applicable.
23. Facilitates and monitors performance of contracted fleet management services; analyzes vehicle requests for efficiencies in vehicle needs and usage.
24. In coordination with departments and the Financial Services Director, obtains and facilitates debt financing procurement and management.
25. Processes claims with vendors for damaged materials, monitors invoices for accuracy, and obtains credits when appropriate.
26. Identifies new vendor sources, locates, and meets with vendors, and implements a City vendor registration system.

27. Exercises initiative and independence in managing the overall day-to-day activities of the procurement function.
28. Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods, policies, and procedures involved in purchasing a variety of materials, supplies, equipment, and services.
- Contract management, development, and negotiations principles; materials management practices and techniques.
- Public procurement processes, objectives, and business ethics.
- Various grades and qualities of materials, supplies, equipment, and parts available to be purchased.
- Sources of supply, current market conditions, price trends, and new product development methods and sources.
- Policy and procedure development practices.
- Applicable City purchasing policies and procedures, general contract laws, rules, and regulations related to purchasing.
- Automated financial management software packages.
- Office practices, procedures, methods, and equipment.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, operational needs, and effective performance measurements.
- Principles and practices of program development and administration.
- Report writing techniques.

### **Ability to:**

- Evaluate and analyze bid and contract provisions to ensure compliance with City policies, public procurement, and contract law.
- Conduct bid openings and pre-bid conferences with City staff and vendors.
- Negotiate contracts; resolve bid issues and bid protests.
- Research, prepare, review, and approve technical specifications and purchase orders.
- Work independently on a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Maintain records efficiently and accurately and prepare clear and concise reports.
- Effectively enter information into databases and/or spreadsheets.
- Develop, evaluate, recommend, and implement processes and procedures.
- Prepare, monitor, and administer budgets.
- Successfully speak in public, including City Council meetings, and facilitate public forums; explain complicated and technical problems in simple, non-technical language.
- Produce documents written in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Communicate orally in the English language with other City employees, customers, consultants, and the public in a face-to-face, one-on-one or group setting and by telephone.
- Encourage and facilitate environment for building team efforts and problem solving of work-related issues.
- Interpret and apply federal, state, and local policies, procedures, laws and regulations.

- Establish and maintain effective working relationships with those contacted in the course of work including City and other government officials, community groups, the public, and media representatives.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain regular attendance and punctuality.

### **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

A minimum of five years of professional level purchasing and contracts administration experience, preferably in a municipal or government setting.

#### **Training**

A Bachelor's degree in business management, business law, materials management, contract administration, procurement, supply chain management, or closely related field. Any equivalent combination of training and experience that provides the required knowledge, skills and abilities may qualify.

*Professional certification such as a Certified Public Purchasing Buyer (CPPB), Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM) or Certified Public Purchasing Officer (CPPO) is highly desirable.*

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment utilizing computers; working around modern office equipment and machinery; travel to various City sites.

#### **Physical Conditions:**

Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to lift 20 pounds, to sit and work at a keyboard for an extended period and work in an office environment.