

SMALL TOWN. BIG CHARM.

TOWN OF FLORENCE

PROCUREMENT OFFICER

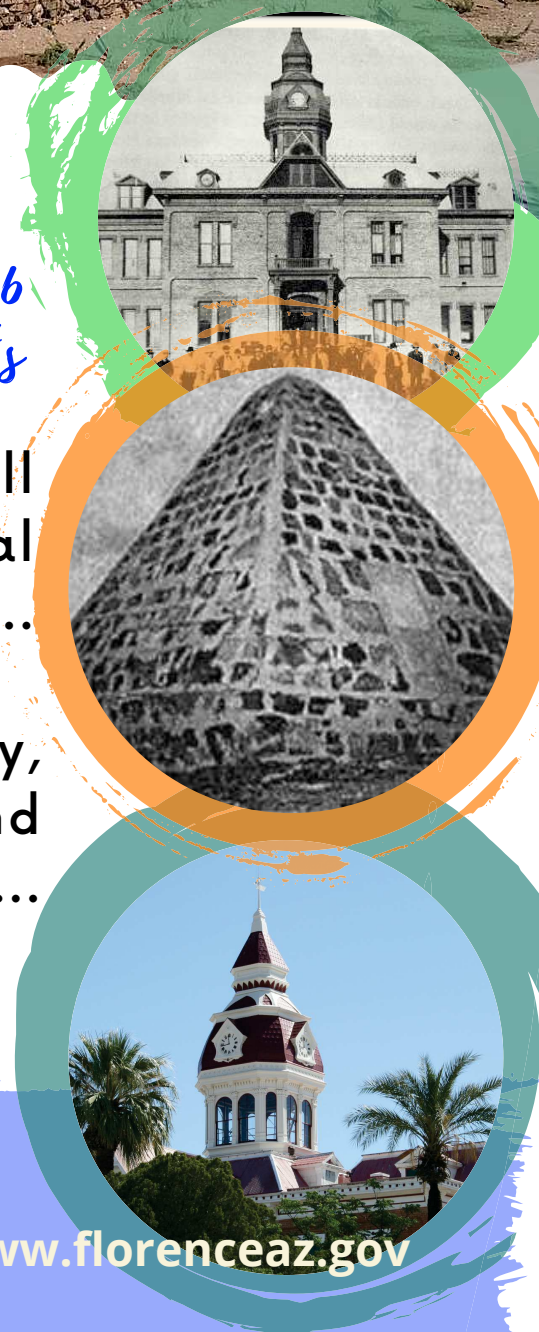
*Full Salary Range \$66,224 - \$99,336
plus benefits*

As an employee, the Town will invest in your professional development and growth...

We offer competitive pay, benefits, paid leave and retirement...



TOWN OF
FLORENCE



www.florenceaz.gov

About the Position...

The position of Procurement Officer reports to the Deputy Finance Director. Under general supervision, The Procurement Officer performs professional level purchasing duties involving a wide variety of materials, supplies, equipment, services and construction. Responsibilities include communicating with suppliers, contractors, architects, engineers and department staff regarding purchase requisitions, specifications, bids, contracts, orders, and related matters. In addition, the development, review, and comparison of specifications and prices of competitive items and services; the examination, inspection, and comparison of the quality of merchandise and/or services purchased or to be purchased, the development, editing, review and interpretation of contract terms, conditions, and specifications. Duties also include the evaluation of proposals, bids and quotations, and the awarding or recommendation of contract awards within prescribed limits. As the centralized approval for purchasing, incumbent provides guidance, assistance, and training to staff on Town purchasing policies and procedures operating within the framework of all applicable laws, rules and regulations related to procurement in a government agency.

NOTE: When assigned as “Bid and Construction Contract Specialist”, incumbent performs professional-level procurement of construction and architectural/engineering (A/E) services for Capital Improvement Projects (CIP).

The Ideal Candidate...

The ideal candidate must possess knowledge of contract law and methods, procedures and practices used in contract administration. Principles and practices of municipal finance, budgeting and accounting. The sources of supply, current market conditions, price trends, and new product development methods and sources. Evaluating and analyzing bid proposal and contracts provisions to ensure compliance with Town policies, and public procurement.

The ideal candidate will have the ability to interpret and apply laws, rules, regulations and procedures relating to Public Works operations, public improvement contracts and grant programs. Communicate clearly and concisely, both orally and in writing; review organizational, budgetary and administrative problems to develop solutions; conduct studies, surveys, analyze complex problems and data, evaluate alternatives and make sound recommendations. The ideal candidate will work with the required proper use and application of computer software, such as PDF Editor, Word, and Excel.

Education & Experience:

Bachelor's Degree in Purchasing, Public or Business Administration, Construction Management, or closely related field and three (3) years of procurement experience involving the preparation, finalization, analysis, and administration of construction and architect-engineering services, and acquisition of equipment, supplies, commodities or services for a government agency or private company with a substantial purchasing program involving a competitive bidding and negotiation process or an equivalent combination of education, experience and training to the above minimum requirements.

Preferred certifications: Professional Procurement Certification (PPC), Professional Certification as a Certified Public Purchasing Buyer (CPPB), Certified Purchasing Manager (C.P.M.), Certified Professional in supply management (CPSM), or Certified Purchasing Officer (CPPO).

JOIN OUR TEAM

*At the Town of
Florence, AZ*

Apply Today

This position is open until filled. First application review on Friday, May 3, 2024.

All qualified applicants are encouraged to apply by visiting www.florenceaz.gov/jobs/ where you will find our employment application and instructions. Once you have completed the online employment application, you will be able to upload the application, a cover letter, and a resume through DocuSign. If you have questions regarding the application process or your application, please email HR@florenceaz.gov

The Town of Florence is an EEO/ADA employer

**The Town of Florence
Human Resources Office
775 N Main St.
PO Box 2670
Florence, AZ 85132
520-868-7553**

www.florenceaz.gov



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FLORENCE