

**PROCUREMENT OFFICER, SENIOR
CLASSIFICATION DESCRIPTION**

Job Classification Title:	Procurement Officer, Senior		
FLSA Status:	Exempt	Pay Grade:	14
EEO-1:	2	EEO-4:	1
<i>This job classification description is intended to be generic in nature and not an exhaustive list of all duties and responsibilities. The specific tasks/duties may vary based on position assignment and as determined by the Town of Queen Creek.</i>			

JOB CLASSIFICATION SUMMARY

Positions assigned to this class are responsible for performing professional level purchasing duties involving a wide variety of materials, supplies, equipment, services and construction.

DISTINGUISHING CHARACTERISTICS

This is a fully qualified and experienced level professional classification in the procurement job family. Incumbents perform the full range of procurement/bid/contract duties that demonstrates knowledge of expected functional requirements or performance specifications. Work involves the application of sound principles and best practices associated with assigned functional area and problem solving. Works independently and performs varied assignments requiring broad knowledge in procurement. Refers complex issues to management.

ESSENTIAL DUTIES

The following are intended to describe core work functions of this classification. While the level and broad nature of essential duties may not change, specific work tasks will vary over time depending on the Town's needs.

- Performs professional procurement of a wide variety of materials, supplies, services, construction, architectural and engineering services, and other procurements.
- Leads or assists departments and project managers in selection of procurement methods and strategies.
- Prepares and issues formal solicitations including Invitations for Bid, Requests for Proposals, and Requests for Qualifications and Experience; evaluates responses to solicitations based on vendor/contractor qualifications, price and conformance requirements; issues addenda to solicitations and amendments to contracts as required.
- Creates, develops and manages annual contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluation and approval of contractor change orders, contract amendments, monitors and evaluates contractor performance, contract renewals and addressing vendor/contractor deficiencies; coordinates legal review as needed.
- Conducts public pre-bid/proposal conferences and public solicitation openings and serves as chairperson/facilitator for evaluation meetings and requesting Best and Final Offers.
- Serves as subject matter expert for assigned programs which may be complex and as an information resource to user departments, other government entities and the public to interpret, explain, and makes decisions regarding public procurement law and

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department policies; provides training on procurement process to user departments; develops/updates procurement policies and procedures.

- Researches and advises user departments on market trends, new product and service developments and alternative source selections.
- Prepares contract administration documents including contract expiration notices, contract summaries, reviews Vendor Deficiency Reports, post award meetings, and conducts contract user surveys as applicable.
- Maintains and tracks insurance documentation for all current contracts.
- Maintains and tracks all construction contracts that have retainage amounts.
- Prepares Staff Reports for Town Council.
- Determines appropriate procurement method based on the services, materials or equipment requirements.
- Conducts research on goods and services.
- Performs related work as assigned.

MINIMUM QUALIFICATIONS (at job entry)

Education and Experience:

Bachelor's Degree from an accredited college or university in Business, Public or Business Administration, Business Management, Construction Management, Contract Administration/Management, Material Management, Procurement, Purchasing or a related field and 4 years of professional-level 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, and in developing, evaluating and administering contracts; or an equivalent combination of directly related education and experience. Municipal experience preferred.

LICENSING/CERTIFICATION REQUIREMENTS

- Driver's License;
- Maintain all certifications/licenses required at job entry.
- Professional certification as a Certified Public Purchasing Buyer (CPPB), Certified Purchasing Manager (CPM), Certified Professional in Supply Management (CPSM), or Certified Public Purchasing Officer (CPPO) is preferred.

KNOWLEDGE

- Applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Contract law and the methods, procedures and practices used in contract administration;
- Methods, policies, and procedures involved in purchasing Public Works and/or Utilities construction and A/E Services;
- Methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, equipment, and services;
- Contract negotiation and the awarding of contracts based on the best bid;

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- Public procurement processes, objectives, and business ethics;
- Various grades and qualities of materials, supplies, equipment, and parts (specific to area of assignment) available to be purchased;
- Sources of supply, current market conditions, price trends, and new product development methods and sources;
- Basic mathematical computation methods;
- Principles and practices of municipal finance, budgeting, and accounting;
- Customer service principles;
- Standard office equipment including the computer and programs relevant to the performance of applicable duties and responsibilities.

SKILLS

- Evaluating and analyzing bid proposal and contract provisions to ensure compliance with Town policies, public procurement and contract law;
- Comprehending and making inferences from complex written material and verbal and/or written instructions;
- Conducting bid/proposal openings, pre-bid conferences, pre-proposal meetings, and interviews/demonstrations;
- Working independently under deadlines and effectively assuming ownership for completion of tasks;
- Handling multiple projects simultaneously and using good judgment in prioritizing work assignments;
- Resolving conflict;
- Preparing bids, technical specifications, and contractual agreements;
- Conducting research and applying independent judgment and technical knowledge to analyzing bids, making awards, evaluating merchandise and/or service quality, and comparing specifications and prices of competitive items;
- Purchasing a variety of services, supplies, equipment and materials;
- Applying proper descriptive terminology or specifications to requisitions for commodities and services;
- Presentation and training skills;
- Working accurately with attention to detail;
- Providing customer service;
- Operating standard office equipment;
- Using computers and related software applications;
- Interpreting applicable Federal, state and local laws, codes, ordinances, rules and regulations;
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and other interested parties sufficient to exchange or convey information and to receive work direction.

CLASS HISTORY INFORMATION

Created: 2/2022

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Amendments:

**PROCUREMENT OFFICER, SENIOR
PHYSICAL & ENVIRONMENTAL FACTORS**

OVERALL PHYSICAL STRENGTH DEMANDS:

Physical Strength for this classification is indicated below with an "X"	
X	Sedentary: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.
	Light: Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.
	Medium: Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.
	Heavy: Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.
	Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

Physical Demand	Brief Description	C	F	O	R	N
Standing	Communicating with co-workers, observing work site, observing work duties			X		
Sitting	Desk work	X				
Walking	To other departments/offices/office equipment			X		
Lifting	Supplies, files				X	
Carrying	Supplies, files				X	
Pushing/Pulling	File draws, tables and chairs			X		
Reaching	For supplies, for files		X			
Handling	Paperwork		X			
Fine Dexterity	Computer keyboard, telephone pad, calculator, calibrating equipment	X				
Kneeling	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crouching	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Crawling	Under equipment				X	
Bending	Filing in lower drawers, retrieving items from lower shelves/ground				X	
Twisting	From computer to telephone, getting inside vehicles			X		
Climbing	Stairs, step stool				X	
Balancing	On step stool				X	
Vision	Reading, computer screen, driving	X				
Hearing	Communicating with co-workers and public and on telephone, listening to equipment	X				
Talking	Communicating with co-workers and public and on telephone	X				
Foot Controls	Driving				X	
Other (Specify)						

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PHYSICAL & ENVIRONMENTAL FACTORS**

MACHINES, TOOLS, EQUIPMENT, SOFTWARE AND HARDWARE:

Standard office equipment; vehicle

ENVIRONMENTAL FACTORS:

D Daily	W Several Times Per Week			M Several Times Per Month			S Seasonally	N Never				
	D	W	M	S	N	D		W	M	S	N	
Health & Safety Factors							Health & Safety Factors					
Mechanical Hazards					X		Respiratory Hazards					X
Chemical Hazards					X		Extreme Temperatures				X	
Electrical Hazards					X		Noise and Vibration					X
Fire Hazards					X		Wetness/Humidity					X
Explosives					X		Physical Hazards					X
Communicable Diseases				X								
Physical Danger or Abuse					X							
Other (Specify Below)												

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C Continuously 2/3 or more time	F Frequently 1/3 to 2/3 of time	O Occasionally Up to 1/3 time	R Rarely < 1 hour per week	N Never Never occurs				
				C	F	O	R	N
Description of Non-Physical Demands								
Time Pressure			X					
Emergency Situation							X	
Frequent Change of Tasks				X				
Irregular Work Schedule/Overtime				X				
Performing Multiple Tasks Simultaneously				X				
Working Closely with Others as Part of a Team				X				
Tedious or Exacting Work			X					
Noisy/Distracting Environment							X	
Other (Specify Below)								



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PRIMARY WORK LOCATION:

X	Office Environment
	Warehouse
	Shop
	Recreation/Neighborhood Center
	Vehicle
	Outdoors
	Combination of Office, Vehicle and Field
	Other (Specify Below)

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ACKNOWLEDGEMENT**SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and find it to be an accurate representation of the demands of the classification.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the classification change.