



*Employment Opportunity Finance Procurement Officer*Lead*

City of Phoenix

ABOUT THIS POSITION

Join the City of Phoenix team and be a part of building the Phoenix of tomorrow. Phoenix is the center of one of the fastest-growing job markets and economies in the United States. With more than 14,000 employees working across 41 departments, the City of Phoenix offers opportunity for career growth and advancement. Whether you're an experienced professional or just starting your career, working in public service offers many rewards!

The Finance Department is currently looking to fill Finance Procurement Officer*Lead vacancies within the Central Procurement Division. This division is responsible for purchasing a large variety of general goods and services, professional services, and technology which support citywide programs and operations.

The Finance Procurement Officer*Lead is a supervisory role responsible for overseeing team activities and objectives and conducting a variety of procurement activities such as the preparation of specifications, competitive solicitation processes for commodities and services (public postings, creation of addenda, evaluation, negotiations, award and execution), and the preparation, renewal, and monitoring of citywide commodity and service contracts. Additional responsibilities may also include establishing and documenting processes and procedures, and training.

SALARY

Hiring Range: \$90,916.80 to \$105,248.00 annually.

RECRUITMENT DATES

Recruitment closes November 18, 2024. All materials must be received by 11:59 p.m. on this date.

HOW TO APPLY

[Apply online](#) by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

REFERENCE

Finance Procurement Officer*Lead: Job ID# 56019