## PROCUREMENT OFFICER

[**APPLY HERE**](https://www.tempe.gov/government/human-resources/careers)

***This recruitment is open until the position is filled.***

***First review of applications will occur on January 23, 2025.***

**Annual Salary Range:**

$81,323 - $108,160

**The City of Tempe offers a comprehensive benefits package including:**

* 13 Paid Holidays, 1 Personal Day, up to 8 hours Winter Holiday Leave
* Vacation Accrual; starts at 9.33 hours/month. Higher monthly vacation accrual rates may be available with prior ASRS service.
* Sick Leave Accrual; 8 hours/month
* Medical, Dental and Vision Benefits
* Wellness Program Discount on health premiums
* Medical Reimbursement Program; $56/month
* Tuition Reimbursement; $6,500/year
* Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
* Supplemental Retirement Plans through Nationwide; 457, 401K, and Employer contribution
* Position is eligible for 16 hours of additional Paid Leave

To view the employee benefit summary, please visit:

[Employee Benefit Summary](https://www.tempe.gov/government/human-resources/careers/employee-benefits)

**Department / Division:**

Financial Services / Procurement

**Job Type**:

Full-Time Regular

**Schedule:**

Monday – Friday, 8:00 a.m. – 5:00 p.m.

**Job Number:**

RC#902233

**DESCRIPTION**

The Procurement Officer is a senior level procurement position that will perform a variety of professional level duties in procurement and contracts administration for materials and services required by the City.

Duties include, but are not limited to the following:

* Work in partnership with customer departments to develop specifications, scopes of work, technical questionnaires, and contract terms & conditions for invitations for bids, request for proposals, request for qualifications and request for quotations as applicable for the procurement of a wide variety of products, equipment, and services.
* Conduct pre-solicitation conferences and prepare solicitation addendums and contract amendments.
* Prepare detailed price analysis and scoring matrices.
* Facilitate evaluation teams in the review and scoring of solicitation responses, coordinate interview sessions, develop requests for best and final offers, and negotiate contracts with the goal of achieving best value decisions and 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.
* Perform contract administration activities to ensure compliance.
* Work with a variety of software solutions including the City’s financial management system to process requisitions and purchase orders.
* Work with other public agencies to develop, issue and award cooperative solicitations.
* Encourage vendors through active business outreach efforts to become involved in bidding on City contracts to ensure a high level of competition is achieved.

**MINIMUM QUALIFICATIONS**

**Work Experience:**

Requires three (3) years of purchasing and/or contract administration experience.

*Candidates must have the minimum amount of work experience. Years of experience are based upon a full-time work schedule (2,080 hours per year).  The sum of an applicant’s full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification. Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.*

**Education:**

Requires the equivalent to 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.

*The term “equivalent” means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).*

**Certifications, Licenses, and/or Registrations:**

Possession of, or required to obtain within twelve (12) months of hire, one (1) of the following certifications:

* Certified Public Purchasing Buyer
* Certified Purchasing Manager
* Certified Professional in Supply Management
* Certified Public Purchasing Officer
* Certified Procurement Professional

**ADDITIONAL REQUIREMENTS**

Applicants considered for this job classification must pass the following:

* Criminal history background investigation

**ESSENTIAL FUNCTIONS**

For a complete list of City of Tempe job descriptions go to:

[Job Descriptions | City of Tempe, AZ](https://www.tempe.gov/government/human-resources/careers/job-descriptions)

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the Tempe Supervisors’ Association (TSA).

**EQUAL EMPLOYMENT OPPORTUNITY*:*** *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*