



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.

Job duties include:

- Reviewing scopes of work, and performing product, specification, and requirements analysis.
- Developing procurement requests, performing public postings, creation of addenda, evaluation, negotiations, award and contract execution.
- Managing contract revisions, and vendor performance.
- Performing cost/price analysis.
- Establishing priorities, assigns workloads and reviews the more difficult and complex assignments.
- Maintaining accurate procurement and contract records.
- Coordinating assignments related to commodities and services, capital equipment purchases, and contract administration activities.
- Coordinating bid proposals and specifications, composes Requests for Council Action, and presents recommendations on purchases requiring management or Council approval.
- Preparing written financial and administrative reports.
- Performing analysis of citizen, vendor and department inquiries and developing effective, viable solutions.
- Interfacing with vendor and department officials.
- Establishing and documenting processes, procedures, and training.

SALARY

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

RECRUITMENT DATES

Recruitment closes March 3, 2025. All materials must be received by 11:59 p.m. on this date.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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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# 57045