



City of Tempe

SENIOR PROCUREMENT OFFICER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	626	<i>Department</i>	Financial Services
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Procurement Administrator
<i>Safety Sensitive / Drug Screen</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from Procurement Administrator or other management staff.
May supervise professional and support staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of purchasing and/or contract administration experience; including one (1) year of supervisory experience. Public sector experience is preferred.
<i>Education:</i>	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.
<i>License / Certification:</i>	Possession of one (1) of the following certifications at time of hire: <ul style="list-style-type: none"> ● Certified Public Purchasing Buyer ● Certified Purchasing Manager ● Certified Professional in Supply Management ● Certified Public Purchasing Officer ● Certified Procurement Professional

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City's stated mission and values. A Senior Procurement Officer handles highly complex, professional level procurement tasks associated with formal bidding, contract negotiations, and scope of work development involving a wide variety of materials, supplies, equipment and services; handles the City's most complex procurements and will take the lead on special projects

and City-wide initiatives; provide supervision to Procurement Specialists and others as assigned and will provide general supervision to all Procurement staff in the absence of the Procurement Administrator, in addition to general guidance and training to all staff on procurement related issues and be a technical source of information to staff, end-users, and suppliers. Position will be responsible for reviewing and approving award recommendations up to \$99,999 in value.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervise, review and evaluate the work of Procurement support staff and other positions as assigned.
- Provide general guidance and support to all Procurement staff to include training and mentoring.
- Assume a lead role in administration of purchasing and financial software solutions (I.e. Authority to review and award contracts up to \$99,999 in value.
- Assist Procurement Administrator with establishing and implementing Division policies, procedures.
- Represent the Procurement Administrator as needed to include attendance at City Council Meetings that may include responding to Council Members questions, presentations, etc.
- Provides technical support on procurement issues to City staff, suppliers, and the public by interpreting and resolving issues; responds to the most complex procurement questions.
- Assist with the City's Procurement Card program to include employee training, card distribution, account management, fraud prevention, etc.
- Work in partnership with customer departments to develop specifications, scope of work, technical questionnaires, contract terms & conditions for invitations for bids, request for proposals, request for qualifications and request for quotations as applicable for the procurement of products, equipment, contracted services, technology, and professional services.
- Conduct pre-solicitation conferences and prepare solicitation addendums and contract amendments.
- Prepare detailed price analysis and scoring matrices.
- Responsible for facilitating evaluation committee meetings to arrive at justifiable award recommendations; conduct debriefing sessions with responding companies to discuss decisions made during the evaluation process.
- Prepare detailed City Council communications (Request for Council Action) regarding award and renewal recommendations that fully describe the solicitation and evaluation process.
- Respond to vendor protests in accordance with the City Procurement Code.
- Facilitate evaluation teams in the review and scoring of solicitation responses; structuring requests for best and final offers, coordinating interview sessions, and negotiating contracts.
- Perform complex and accurate bid/proposal price/cost analysis for a variety of products

and/or services.

- Receive incoming requisitions, make any necessary requisition update changes, convert requisitions to purchase orders, make necessary purchase order additions, deletions and/or modifications.
- Make public presentations to describe the solicitation and evaluation process in response to vendor inquiries; work with other public agencies to promote, develop, issue and award cooperative bids.
- Administer ongoing term contracts to ensure timely renewals or timely bidding of replacement contracts, solve contract issues, and maintain cost containment within existing contracts.
- Encourage vendors through active business outreach efforts to become involved in bidding on City contracts and increase competition in the marketplace.
- Meet with vendors to explain the City's Procurement process and guide them on vendor registration and strategies for contract success.
- Assist customer departments in developing cost effective and competitive specifications for goods or services.
- Prepare and maintain statistical reports as related to assigned procurement responsibilities.
- Participate in the administration of the City's surplus property program.
- Assist with presenting formal Procurement training courses to City employees.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective June 2023