



City of Tempe

PROCUREMENT OFFICER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	310	<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 Officer
<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 direction from the Procurement Administrator or management staff.
Exercise direct supervision over assigned staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Three (3) years of purchasing and/or contract administration experience.
<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, or required to obtain one (1) of the following certifications within twelve (12) months 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. This is a senior level procurement and contract position that requires the work efforts of an experienced and highly qualified professional. The position will perform a variety of professional level duties in procurement and contracts administration of materials and services for the City.

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.

- 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.
- 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.
- Compose a variety of written correspondence to vendors and staff.
- 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.
- Operate a variety of software programs including PeopleSoft financial software, SIRE Webcenter for City Council agendas and contract database, Microsoft Office Suite programs including Excel, Word, PowerPoint, Outlook, SharePoint, and procurement web page applications.
- Make public presentations to describe the solicitation and evaluation process in response to vendor inquiries.
- Administer approximately 250 ongoing term contracts to ensure timely renewals or timely bidding of replacement contracts, solve contract issues, and maintain cost containment within existing contracts.
- Work with other public agencies to promote, develop, issue and award cooperative bids.
- 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.
- Assist in the implementation of goals and objectives and procurement policies and procedures.

- Prepare and maintain statistical reports as related to assigned procurement responsibilities.
- Supervise, review and evaluate the work of Procurement support staff.
- Participate in the administration of the City's surplus property program.
- Assist with presenting formal Procurement training courses to City employees.
- Manage the City's Procurement Card program to include employee training, card distribution, account management, fraud prevention, etc.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

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 November 1988

Revised November 2001

Revised November 2001 (range adj due to market)

Revised July 2006

Revised August 2016 (update job duties and minimum qualifications)

Revised September 2019 (Update min quals and job duties)

Revised April 2022 (updated min quals)