



# City of Tempe

## PROCUREMENT ADMINISTRATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	435	<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 direction from the Financial Services Director or from other supervisory or management staff.
Exercises direct supervision over professional, technical and clerical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience in purchasing and materials management, including two (2) years of administrative and/or supervisory responsibility.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in purchasing, supply chain management, business administration, public administration, or a degree related to the core functions of this position.
<i>License / Certification:</i>	Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), or Certified Purchasing Manager (C.P.M.) certification is preferred.

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. To manage, direct and coordinate the activities of the Procurement Division including procurement, contract administration, and surplus property operations; to coordinate activities with other divisions and departments; and to provide highly complex staff assistance to the Financial Services Director.

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.

- Manage, direct and organize the division's activities including procurement activities, contract administration, and the disposal of surplus, salvage and/or obsolete items.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Recommend goals and objectives; assist in the development and implementation of policies and procedures.
- Review contracts and purchase orders to ensure compliance with terms, conditions, performance requirements, and City Council approved spending limits; maintain contact and negotiate with suppliers; keep informed of market conditions and new products; and evaluate supplier performance;
- Supervise and participate in development of solicitation documents including specifications, scope of work, evaluation criteria and pricing; solicit and analyze bids and proposals; facilitate evaluation committee reviews, authorize award of contracts under the delegated limit and recommend award of contracts that exceed the delegated limit.
- Review and approve award recommendations developed by Procurement Officers to ensure compliance with solicitation requirements and City Procurement Code.
- Manage the contract renewal function to ensure processes are in place for the timely evaluation of contractor performance, negotiation of acceptable renewal pricing, and approval by City Council, where required.
- Evaluate bidder's protest on solicitations and, in conjunction with City Attorney's Office, make recommendations or decisions; participate in protest hearings when appropriate.
- Lead business outreach effort to ensure local businesses and historically underutilized businesses are made aware of City procurement opportunities; maintain relationships with local chambers of commerce and business trade associations to promote City contracting opportunities.
- Look for opportunities to leverage spend through analysis of City procurement activities and coordination with local public organizations through the development of cooperative procurements.
- Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate services with other City departments and divisions and with outside agencies; interpret policies and procedures related to purchasing.
- Conduct training classes for end-users to ensure their understanding of procurement policies and procedures.
- Ensure compliance with the city procurement code; recommend updates as necessary.
- Prepare the division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Prepare statistical reports related to division activities for management staff.
- Represent the Procurement Division in staff meetings and at City Council meetings.
- Respond to questions and requests for information from staff, the City Council, suppliers and the general public. Collaborate with internal and external representatives to resolve issues.
- 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

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*

*July 2002 Title change*

*Revised April 2003 (eliminated Warehousing functions)*

*Revised June 2007 (Examples of Duties/certifications)*

*Revised December 2010 (Title changed)*

*Revised October 2016 (Title changed, update essential Functions and certifications)*

*Revised January 2017 (update job title, duties and min quals)*

*Revised February 2022 (new benchmark)*