

PROCUREMENT SPECIALIST

DEFINITION

Under supervision, procures materials, supplies, services, and equipment; bids public works projects; develops, reviews, and evaluates bids and contracts for City Departments.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a Procurement Supervisor. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Procurement Specialist series. Procurement Specialists are responsible for performing a variety of assignments, including but not limited to buying and bidding, purchasing, and contract execution. This class differs from Senior Procurement Specialist in that the latter is the advanced working/lead level class in which incumbents are assigned complex projects and may have lead responsibility.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Prepares specifications for formal and informal bids with technical assistance from users; bids public works projects.

Prepares formal bid analysis including preparation of vendor matrix, scheduling meetings (including bid conferences), conduct bid/proposal openings and vendor interviews; prepares documentation of meetings and interviews; ensures compliance with solicitation requirements, policies, and procedures; analyzes bid proposals to ensure all required standards are met, and completes bid evaluation reports.

Processes and prepares bids in compliance with applicable federal, state and/or local agency regulations.

Works with City Attorney's Office during contract negotiations; and provides input in the event of a bid protest.

Completes and processes requisitions and places orders with vendors.

Locates sources of supply; performs price and cost analyses; evaluates quality and suitability of supplies and materials.

Corresponds with vendors regarding quality, cost, terms, delivery, discounts, or transportation of ordered materials; makes adjustments when errors or omissions have occurred.

Keeps informed of new markets and market trends.

Confers with and assists user departments to determine purchasing needs and specifications and in preparing informal and formal bid requests.

Analyzes bids for compliance with the City's purchasing procedure requirements and specifications, including but not limited to, ensuring all indemnification and insurance documents are met; prepares recommendations for award of formal bids by the City Council and Requests for Proposals.

Assists with capital project procurements.

Assists in updating procedures manual and procedural documents.

Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Purchasing methods and procedures and of the techniques of specification writing.

The techniques of grading and analyzing supplies and materials, price and cost analysis, and value analysis.

Applicable federal, state and local laws and regulations related to public purchasing and procurement requirements.

Procurement options, including but not limited to, piggybacking and cooperative agreements.

A variety of supplies and materials; the best sources and appropriate prices for the procurement of goods.

Government funded capital projects.

Indemnification and insurance documentation.

Ability to:

Analyze procurement problems and make appropriate recommendations.

Conduct research and apply judgment related to assigned work.

Make mathematical calculations and computations

Prepare clear and concise reports, records and other written correspondence.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships.

Maintain accurate records and files.

Operate modern office equipment, and a variety of word processing and software applications.

MINIMUM QUALIFICATIONS

Education:

Thirty semester units from an accredited college or university in Business or Public Administration, Accounting, or related field;

OR

Experience:

One year of procurement/buyer experience in a business or office setting involving cost determination, requisition preparation, bid comparison, and vendor selection, or one year finance, budget or accounting experience within a governmental agency, or an acceptable equivalent combination of education and experience.

Special Requirement:

Possession and continued maintenance of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____