

**SENIOR PROCUREMENT SPECIALIST****DEFINITION**

Under general supervision, procures materials, supplies, services, and equipment; bids public works projects; develops, reviews, and evaluates bids and contracts for City Departments; and may provide lead direction to other Procurement Specialists.

**SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from a Procurement Supervisor. This class may provide lead direction to Procurement Specialists and other support staff; this class does not exercise supervision.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced working/lead level in the Procurement Specialist series. Senior Procurement Specialists process complex formal bids and Requests for Proposals, provide procurement services to assigned Departments, and may lead and direct subordinate staff. This class differs from Procurement Specialist in that incumbents of the latter are not assigned lead responsibilities. It differs from Procurement Supervisor in that the latter supervises the day-to-day activities of the centralized purchasing program in the Purchasing Division.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

May lead and assign work, and may assist other personnel in the preparation of difficult or complex specifications for bid requests.

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

Prepares and assists with formal bid evaluation and Requests for Proposals, 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 in the event of a bid protest and during contract negotiations, including preparing documentation for the appeals process.

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; resolves disputes and protests; completes contract documents; and makes adjustments when errors or omissions have occurred.

Confers with and assists user departments and may chair committees to determine purchasing needs and specifications ensuring compliance with City requirements; assists departments to prepare the specifications.

Keeps informed of new markets and markets trends.

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; provides recommendations for award of formal bids by the City Council and Requests for Proposals.

Administers capital project procurements.

Conducts formal bid processes for complex projects, such as, technologically advanced equipment, public works projects and other non-routine procurement, including prequalification processes

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

Applicable federal, state and local laws, policies and procedures related to procurement requirements and public works projects, including subcontractor law, filing of errors; and knowledge of insurance and bonding requirements.

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

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:**

Provide lead direction and make work assignments for assigned staff.

Analyze procurement problems and make appropriate recommendations.

Conduct research and apply independent judgment related to assigned work.

Make mathematical calculations and computations.

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

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships.

Manage multiple priorities simultaneously, and complete projects independently.

Maintain accurate records and files.

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

**MINIMUM QUALIFICATIONS**

**Education:**

Forty-five (45) semester units from an accredited college or university in Business or Public Administration, Accounting or related field;

AND

**Experience:**

Two years of experience as a journey level buyer/procurement specialist with a governmental agency or large business procuring a variety and volume of items. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

**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: \_\_\_\_\_

SE:JC:CBW:jl:02/21/02  
Revised: TJM:SCM 11/5/15