



July 2019
FLSA: Exempt

PROCUREMENT OFFICER

DEFINITION

Under general direction, performs professional purchasing and procurement work, including centralized purchasing of materials, services, supplies, and equipment, ordering and accounting for inventory and supplies, and the operation of the central store services; manages the effective use of department resources to improve organizational productivity and customer service; provides highly complex and responsible support to the Administrative Services Director in areas of expertise; and performs related duties, as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Service Director. Exercises no direct supervision over staff. May exercise technical and functional direction over and provide training to lower level staff.

CLASS CHARACTERISTICS

This is a professional classification that performs and manages the centralized procurement functions for the Town of Paradise. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Administrative Services Director in a variety of areas. This class is distinguished from the Administrative Services Director in that the latter has overall responsibility for all functions of the Administrative Services Department and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Manages, directs, organizes, and participates in all activities related to the City's purchasing function, including the purchasing of materials, equipment, and services and the warehouse/inventory functions; manages the disposal of surplus, salvage, and/or obsolete items.
- Procures supplies, materials, services, and equipment for the operation of the City, ensuring that all procurement policies, applicable purchasing practices and standards, and bid processes are met.
- Makes recommendations for modifications in procurement policies and ordinances as appropriate.
- Reviews, examines, and processes requisitions, purchase orders, and other related documents, including contracts and bid recaps, to ensure compliance with established purchasing procedures, and to confirm funding availability.
- Supervises and participate in the annual physical inventory of the warehouse, as well as the monitoring of inventory levels.
- Processes claims with vendors for damaged materials; monitors invoices for accuracy; obtains credits and refunds where appropriate.
- Reviews and approves contracts and purchase orders; maintains contact and negotiates with vendors; keeps informed of market conditions and new products; evaluates vendor performance.
- Supervises and participates in the development of bid specifications and requests for proposals; solicits and analyzes bids; completes bid distribution and opening.

- Confers with department representatives to determine purchasing needs, specifications, and areas of standardization.
- Coordinates services with other City departments and divisions and with outside agencies; coordinates the cooperative purchasing program; interprets policies and procedures related to purchasing.
- Prepares periodic reports related to division activities; plans, directs, and coordinates year-end physical inventory.
- Provides information to departments requesting status of requisitions and anticipated delivery dates.
- Verifies availability of budgeted funds for the purchase of equipment, supplies, and services.
- Prepares and reviews various quarterly and annual tax returns including Form 1099.
- Provides staff assistance to the Administrative Services Director; develops and reviews staff reports, and other necessary correspondence related to assigned activities and services; and may present reports to Town Council.
- Reviews retention releases and escrow agreements for contractor payments.
- Reviews outstanding purchase orders at fiscal year-end; maintains purchase order rollovers per department requests in keeping with City policy.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of purchasing; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect assigned functions and operations; implements policy and procedural changes after approval.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance, including central purchasing, inventory, and central store functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Modern principles, practices, and methods of public and governmental purchasing and procurement programs and processes and their application to municipal operations.
- General principles and practices of data processing and its applicability to purchasing and municipal operations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to municipal purchasing operations.
- Principles and practices of business organization and public administration.
- Practices and techniques of automated and manual financial document processing and record-keeping.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Plan, direct, manage, and oversee a comprehensive public agency purchasing program.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and financial information and data in an effective manner.
- Conduct research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a bachelor's degree in accounting, finance, business or public administration, or a related field and three (5) years of increasingly responsible purchasing, inventory control, administrative and/or analytical experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a Certified Purchasing Manager certificate from the National Association of Purchasing Managers is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.