

PROCUREMENT SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB OBJECTIVES

Under direction, to procure materials, supplies, equipment and services and/or administer contracts. Their main duties include locating key suppliers, negotiating the company's purchasing agreements and making sure their materials and products meet the company's specifications. This position reports to the Assistant Finance Director.

ESSENTIAL FUNCTION STATEMENTS

The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:

Maintain records, logs and files; verify accuracy of information; process invoices, claim vouchers, requisitions and purchase orders.

Research vendors and contractors to determine alternative sources, types of materials, supplies, and methods and availability, quality, and price of products or services.

Order, track, receive, review items purchased and coordinate delivery and shipping.

Develop and maintain lists of vendors that meet the standards of the city; administer the e-procurement module.

Record and organize assets into database based on established procedures.

Assist in negotiating with vendors to ensure the best price and service guarantee.

Consult with departments on purchasing needs and bid specification requirements.

Manage the competitive bid process from specification development through award including creation of RFPs.

Process contracts; monitor for completeness, accuracy and appropriateness of payments.

Audit contractor records and conduct site visits to verify compliance with contract terms and legal requirements.

Update purchasing and contracting procedures; facilitate training of project managers and other departmental staff in implementation and ongoing use.

Research and analyze procurement policy proposals and coordinate with all City departments for seamless service delivery.

Organize update and retain records, price lists and various supporting documents.

Develop and maintain positive relationships with vendors, service providers, contractors,

Perform other related duties and responsibilities as required.

AUXILIARY FUNCTION STATEMENTS

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Contract development, administration and contract law

Requirements for Requests for Proposals and Qualifications

Technical writing skills

Principles of negotiations, innovative contracting and procurement techniques and methods

Inventory procedures and techniques

Supply management practices

Research and market analysis techniques

Current industry and market conditions and ability to monitor trends

Negotiation and problem-solving skills

Advanced mathematical principles.

Advanced Business processes

Principles and practices of record keeping and reporting.

Modern office procedures, methods and computer equipment.

Pertinent Federal, State and local codes, laws and regulations.

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Ability to:

Establish and maintain effective working relationships with suppliers, customers, fellow employees and the public

Apply life cycle management techniques

Adapt rapidly to changing market conditions and/or customer needs

Effectively employ automated procurement systems

Develop and lead user committees that aid in development of contract specifications or contract dispute resolution

Prepare and interpret complex contract specifications and award criteria

Analyze bids or proposals submitted by suppliers and determine award prepare and interpret procurement and contract statistics and management reports

Prepare and conduct employee training sessions as needed

Ensure high level of detail in all work

Independently manage and prioritize work while adhering to deadlines

Analyze financial data

Perform mathematical calculations with speed and accuracy.

Operate a variety of office equipment including a computer and associated word processing applications.

Interpret and apply applicable Federal, State and local laws, codes and regulations.

Communicate clearly and concisely, both orally and in writing.

Understand and carry out oral and written instructions.

Establish and maintain effective relationships with those contacted in the course of work.

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to Bachelor's degree in Business, Logistics or Supply Management or related field.

Experience:

Two years of experience in procurement or purchasing; WA State public sector preferred.

License/Certifications

Certified Purchasing Professional (CPP) preferred.

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Office environment.

Mobility: Sitting for prolonged periods of time; extensive use of computer keyboard. Ability to lift to 20 pounds on a regular basis.

Vision: Visual acuity to read numerical figures.

Other Factors: Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

Proposed 2021 Salary Scale

Position							
	1	2	3	4	5	6	7
Procurement Specialist	5109	5277	5446	5614	5783	5950	6119