



## Town of Oro Valley Classification Description

Title: **CHIEF PROCUREMENT OFFICER**

Department: Finance

Job Code: 1490

Salary Grade: 121

FLSA Status: Exempt

### **POSITION SUMMARY:**

Under administrative direction of the CFO, performs professional-level work in the planning, organization, development and coordination of the centralized purchasing activities of the Town. This single position class serves as the principal public purchasing official for the Town and is responsible for the procurement of supplies, services and construction in accordance with applicable federal, state and local laws, ordinances, rules and regulations.

### **ESSENTIAL JOB FUNCTIONS:**

- A. Procures or supervises the timely procurement of supplies, services and construction needed by Town departments in accordance with the Town Code, Administrative Directives, and all other applicable federal, state and local laws, policies and procedures.
- B. Ensures the integrity of the public procurement process.
- C. Prescribes operational procedures governing the procurement functions of all Town departments consistent with state statutes, the Town Code and Administrative Directives.
- D. Prescribes procedures governing the disposal, transfer, auction and reutilization of surplus property and equipment consistent with state statute and Town policy.
- E. Researches market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services. Prepares and issues solicitation documents. Receives and evaluates bids and proposals. Conducts negotiations with suppliers on proposals, and contract terms and conditions.
- F. Establishes standard contract clauses for use in Town contracts, solicitations, and purchase orders. Prepares or supervises the preparation of contractual documents with suppliers and coordinates legal review as needed.
- G. Reviews and executes contracts and purchase orders.
- H. Formulates, in conjunction with using departments, strategic procurement plans for the Town in order to maximize buying power and minimize inefficiencies. Continuously reviews policies and procedures governing procurement in order to improve upon and standardize the processes.
- I. Serves as public procurement advisor and technical expert to Town management.
- J. Establishes and supervises a contract administration system designed to insure that contractors are performing in accordance with the terms and conditions of their contracts.
- K. Develops, recommends and monitors the Procurement Division budget.
- L. Effectively communicates purchasing policies and procedures to Town personnel and interprets said policies and procedures as necessary.
- M. Provides training on procurement process to user departments and works with departments to ensure compliance with purchasing policies and procedures
- N. Makes determinations with respect to bid protests or contract claims.

- O. Prepares and issues various internal/annual reports which accurately represent the Procurement Division's activities.
- P. Represents Procurement at meetings with other Town departments, suppliers and other public agencies.
- Q. Reviews and comments on local, state and federal legislation regarding procurement.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Comprehensive knowledge of business practices related to purchasing.
- Comprehensive knowledge of laws, policies and procedures governing public procurement.
- Considerable knowledge of contract law.
- Considerable knowledge of the principles of accounting, budgeting and statistics as they relate to purchasing activities.
- Ability to apply mathematical analysis and data comparison skills.
- Considerable knowledge of personal computers and common office software and productivity tools, including enterprise resource planning (ERP) systems, and Microsoft Office products.
- Comprehensive skill in researching and preparing highly complex specifications, solicitations and contract documents.
- Considerable skill in project and program management.
- Ability to develop effective and cooperative working relationships with Town departments, employees and suppliers.
- Ability to coordinate, manage, problem solve, strategize, schedule, analyze and plan.
- Ability to effectively communicate verbally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.
- Ability to successfully deal with all persons in a fair and equitable manner.
- Possess complete integrity and a high sense of personal and professional ethics.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university in Business or Public Administration, Business Law, Finance, Purchasing, or closely related field.
- Minimum five (5) years progressively responsible experience in purchasing, including supervisory responsibilities.
- Current certification as a Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (C.P.M.) or equivalent is preferred.

**ENVIRONMENTAL FACTORS and WORKING CONDITIONS:**

- Work is performed in an indoor environment