



Town of Oro Valley Classification Description

Title: **CONTRACT SPECIALIST**
Job Code: 1486
FLSA Status: Exempt

Department: Finance
Salary Grade: 112

POSITION SUMMARY:

Under direction of the Chief Procurement Officer, performs professional-level work in the planning, organization, development and coordination of the centralized purchasing activities of the Town. This position serves in direct support of the principal public purchasing official for the Town who 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 services and commodities by processing requisitions, preparing and publishing solicitations, reviewing customer requirements, conducting pre-bid conferences, overseeing meetings, interviews, product demonstrations and inspections, writing and analyzing contracts, negotiating optimal contract terms for products and services, monitoring vendor performance, conducting market research, providing cost and price analysis, processing contract term renewals and resolving contract claims and disputes.
- B. Ensures that the overall integrity of the public procurement process is maintained and that sufficient audit trails for procurement transactions are established.
- C. Achieves timely acquisition of supplies, services and construction in accordance with the Town Code, Administrative Directives, and all applicable federal, state and local laws, policies and procedures. Facilitates greater centralization of procurement activity with the goal of increased consistency, standardization and resultant cost savings.
- D. Provides procurement-related guidance to customer departments and makes informed and thoughtful decisions on approaches to meeting customer needs for all manner of goods and services; appraises customers of new products and respective availability and prices.
- E. Meets with customer department leadership to strategically plan for critical procurement needs, establishes acquisition priorities.
- F. Analyzes sourcing options with customers, identifies and recommends solutions to meet critical customer needs; develops Code determinations for alternative sourcing techniques (such as Sole Source, Special Procurement, Emergency, Sole Brand).
- G. Assists businesses with their electronic registration for participation in Town solicitation opportunities.
- H. Reviews and processes purchase requisitions within the Town's financial system, facilitates the issuance of purchase orders and the processing of change orders.

- I. Oversees contract expirations, terminations and renewals; initiates new solicitations based upon contract status and customer needs.
- J. Formulates strategic sourcing approaches in order to maximize buying power and pricing advantages. This includes analysis of best available pricing and terms under all available national and regional cooperative contracts.
- K. Takes a lead role in the ongoing training of procurement policies and procedures with customer departments to ensure organization-wide compliance.
- L. Assists with various internal reports and data compilation as needed to accurately reflect the Procurement Division's activities.
- M. Represents the Procurement Division at meetings with Town departments, suppliers and other public agencies and organizations.
- N. In the extended absence of the Chief Procurement Officer, effectively addresses ongoing and/or time-sensitive internal and external customer needs.
- O. Serves with regular and reliable attendance; works at times more than forty hours in a workweek without additional compensation to complete assigned tasks and duties.
- P. Oversees and manages the Town Procurement Card Program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local, state, and federal laws and policies and procedures governing public procurement.
- Knowledge of technology systems and applications within the Town that integrate with the Procurement function, as well as knowledge of the suite of general administrative technology systems the Town utilizes.
- Knowledge of accounting and budgeting principles as they relate to procurement activities.
- Ability to work effectively and cooperatively with Town departments, employees and suppliers.
- Ability to communicate verbally and in writing in a clear, concise and positive manner.
- Ability to consistently act with complete integrity and a high sense of personal and professional ethics.
- Ability to work within defined deadlines to complete projects and assignments.
- Demonstrated ability to maintain a high degree of organization, coordination, and communication with attention to detail and accuracy.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university. Degree emphasis on Business or Public Administration, Finance or Procurement preferred.
- Minimum three (3) years in public procurement or in a function closely related to the public procurement function.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.