



Town of Oro Valley Classification Description

Title: **PROCUREMENT SPECIALIST**

Job Code: 1485

FLSA Status: Non-Exempt

Department: Finance

Salary Grade: 110

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. Assists in the timely procurement of supplies, services and construction in accordance with the Town Code, Administrative Directives, and all applicable federal, state and local laws, policies and procedures. In collaboration with the Chief Procurement Officer, works to ensure the overall integrity of the public procurement process.
- B. Assists in the identification, development and implementation of consistent operational procedures governing procurement activity to be compliant with state statutes, the Town Code and Administrative Directives. This assistance includes facilitating greater centralization of procurement activity with the goal of increased consistency, standardization and resultant cost savings.
- C. Prepares solicitation documents and contract documents, including term contract renewals.
- D. Coordinates Town procurement card program.
- E. Assists with the registration of businesses for their participation in Town bid and proposal processes.
- F. Assists in the review and processing of purchase requisitions and the issuance of purchase orders.
- G. Assists in the formulation of strategic sourcing approaches for the Town 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.
- H. Participates in the communication of procurement policies and procedures with Town personnel.
- I. Participates in the ongoing training of procurement policies and procedures with customer departments to ensure organization-wide compliance.
- J. Assists with various internal reports that accurately represent the Procurement Division's activities.

- K. Represents the Town's procurement function at meetings with Town departments, suppliers and other public agencies and organizations.
- L. In the extended absence of the Chief Procurement Officer, addresses ongoing and/or time-sensitive internal and external customer needs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of business practices related to public procurement.
- Knowledge of laws, policies and procedures governing public procurement.
- Knowledge of accounting and budgeting principles as they relate to procurement activities.
- Knowledge of personal computers and common office software and productivity tools, including enterprise resource planning (ERP) systems, and Microsoft Office products.
- Ability to develop effective and cooperative working relationships with Town departments, employees and suppliers.
- Ability to communicate verbally and in writing in a clear, concise and positive manner.
- Ability to successfully interact with all persons in a fair and equitable manner.
- Ability to consistently act with complete integrity and a high sense of personal and professional ethics.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university. Degree emphasis on Business or Public Administration, Finance or Procurement preferred.
- Minimum two (2) 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.