



# City of Tempe

## PROCUREMENT SPECIALIST

| JOB CLASSIFICATION INFORMATION   |                |                                |                        |
|--|----------------|--------------------------------|------------------------|
| <i>Job Code:</i>   | 532            | <i>Department:</i>             | Financial Services     |
| <i>Supervision Level:</i>  | Non-Supervisor | <i>State Retirement Group:</i> | ASRS                   |
| <i>Status:</i>   | Classified     | <i>Market Group:</i>           | Procurement Specialist |
| <i>Safety Sensitive / Drug Screen:</i>   | No             | <i>Physical:</i>               | No                     |
| Click <a href="#">here</a> for more job classification information including current salary range. |                |                                |                        |

| REPORTING RELATIONSHIPS  |
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| Receives general supervision from higher level procurement staff, or from other supervisory or management staff. |

| MINIMUM QUALIFICATIONS          |  |
|---------------------------------|--|
| <i>Experience:</i>              | Two (2) years of purchasing, accounting, or customer service experience.   |
| <i>Education:</i>               | Equivalent to an associate degree with coursework in bookkeeping, accounting or business; certification (CPPB or equal) may substitute for the associate degree. |
| <i>License / Certification:</i> | Certified Professional Public Buyer (CPPB) is preferred.   |

| ESSENTIAL JOB FUNCTIONS  |
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| Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.   |
| To actively support and uphold the City’s stated mission and values. To perform a variety of entry-level, paraprofessional procurement assignments including document management, quote solicitation, research and report generation, auditing, and contract administration duties in support of the Procurement Division. |

| OTHER DUTIES AS ASSIGNED  |
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| Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. |

- Assist Procurement Officers with the development and posting of solicitations, addendums, contracts, and contract modifications to ensure conformity with applicable laws, policies and procedures.
- Write, solicit, and evaluate Request for Quotations (RFQ's).
- Soliciting written and verbal quotes from suppliers.
- Facilitate evaluation meetings for RFW's to ensure scoring is conducted in fair and accurate manner and in accordance with published evaluation criteria.
- Receive and secure receipt of bids and proposals and assist with formal solicitation openings and electronic postings of bid results.
- Perform contract administration activities including contract renewal processing, monitoring contract spending, conducting contract pricing audits, expediting deliveries and general follow up and coordination with suppliers.
- Assist in the administration and accounting of the City's phone and copier contracts.
- Assist in the administration of the City's Procurement Card program to include user training, resolution of user questions, and conduct monthly reconciliation audits.
- Develop and maintain contract folders to ensure that a complete and accurate record of events related to all formal and informal procurements is maintained.
- Utilize Procurement web site for posting of solicitations, addendums, and awards to include general upkeep of forms and links.
- Maintain and update Procurement's internal and external website.
- Process requisitions and approve purchase orders to ensure that purchases are in accordance with contract terms and conditions; identify unauthorized purchases and take corrective actions with vendor and requisitioning department.
- Research and resolve problems associated with purchase orders issued (i.e. invoicing, backorders, damaged goods).
- Compile and organize a variety of reports using statistical, financial and operational data.
- Assist with supplier out-reach efforts that includes attendance at trade shows to promote business opportunities within the City of Tempe.
- Assist with training both internal and external customers on Procurement related topics.
- Coordinate the sale of surplus property through an on-line auction provider or the publication of Call for Sale solicitations.
- Perform related duties as assigned.

#### PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operates computer, copiers, and calculators;
- Extensive reading and close vision work;
- May require working extended hours.

#### COMPETENCIES

| <i>CLASSIFICATION LEVEL</i> | <i>INCLUDES</i> | <i>COMPETENCIES</i> |
|-----------------------------|-----------------|---------------------|
|-----------------------------|-----------------|---------------------|

|  |               |  |
|--|---------------|--|
| Foundational   | All Employees | Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn |
| Non-Supervisory  | In Addition > | Teamwork, Customer Service, Initiative, and Dependability / Reliability                              |
| Supervisory  | In Addition > | Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others                   |
| Manager  | In Addition > | Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring       |
| Deputy Director  | In Addition > | Entrepreneurship and Networking  |
| Director   | In Addition > | Organizational Vision  |
| <p><i>For more information about the City of Tempe's competencies for all classifications:</i><br/> <a href="#">City of Tempe, AZ : Competencies</a></p> |               |  |

## JOB DESCRIPTION HISTORY

*Effective April 2015*

*Revised November 2021 (update min quals and job duties)*