

PROCUREMENT SPECIALIST

DEFINITION

To perform a variety of responsible procurement duties in the purchasing of supplies, equipment, and services used to support the administrative and operational activities of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor; may receive functional and/or technical supervision from professional staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Review purchase orders, bids, and requests for accuracy.

Obtain competitive bid quotations from suppliers; tabulate and analyze bids to secure lowest, best bids; prepare and issue purchase orders.

Assist citywide staff with proper purchasing procedures, vendor sourcing, specification development, bid evaluation, and placing orders; contract administration; and, provide timely follow-up assistance to citywide staff.

Maintain appropriate, concise, and accurate transaction records.

Interview sales personnel regarding products and services.

Stays current with purchasing trends through attendance at trade shows, conferences, and seminars; analyzes market trends and adjusts buying practices accordingly.

At the direction of the Purchasing Agent, may assist Central Stores staff by overseeing stores operations and/or fill in for Storekeeper as needed; ordering stock and supplies; schedules delivery dates and follow-up on delayed deliveries; filling store requisitions; verifying the accuracy of and accepting outside deliveries; picking-up and sorting incoming U.S. Mail; picking-up, transporting and preparing surplus property for auction or disposal.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Operate City vehicles and forklift skillfully and safely as may be required.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Methods, practices and terminology used in purchasing.

Pertinent rules, laws and policies regarding purchasing methods.

Basic mathematics.

English usage, spelling, grammar and punctuation.

Modern office methods, procedures, computer equipment, and computer software applicable to assignment.

#### Ability to:

Purchase large quantities of supplies, materials and services; work effectively with vendors.

Communicate clearly and concisely, both orally and in writing.

Operate standard office equipment.

Operate a light truck and forklift efficiently and safely and observe legal and defensive driving practices.

Use initiative and sound independent judgment within established guidelines.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

#### Experience and Training

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

Experience:

Two years of responsible experience in purchasing goods and services. Preferably in a public agency.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in business administration, accounting, finance, marketing, economics or a related field.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk and/or stand varying periods of time; use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write and use keyboard to communicate through written means; lift or carry objects weighing up to 100 pounds with assistance or equipment; place items weighing up to 20 lbs on shelves both above the head and below the knees; see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORK ENVIRONMENT:

Work is performed in either an office or a warehouse environment with some exposure to moderate noise level and dust; some movement is required from office to office and there is exposure to the external environment when delivering goods to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

10/2/01

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