



**Job Title:** Procurement Officer  
**Department:** Finance  
**Reports To:** Finance Director  
**Salary Range:** \$62,413 – \$92,528, DOE  
**Hiring Range:** \$62,413 – \$77,471

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 06/2014	<b>Revision Dates:</b> 10/2021, 1/2023	

**JOB SUMMARY**

Incumbent performs professional-level purchasing duties such as preparing Request for Quotes (RFQ), Request for Proposals (RFP), and Invitation for Bid (IFB) for a wide variety of materials, supplies, equipment, services, and construction for a wide variety of materials, supplies, equipment, and services. Responsibilities include communicating with suppliers, contractors, and department staff regarding purchase requisitions, specifications, bids, contracts, orders and related matters; the drafting, review, and comparison of specifications and prices of competitive items; the examination, inspection, and comparison of the quality of merchandise and/or services purchased or to be purchased; the drafting, editing, review, and interpretation of contract terms, conditions, and specifications; the evaluations of proposals, bids and quotations; and the awarding or recommendation of contract awards within prescribed limits. As the centralized approval for purchasing, incumbent provides guidance, assistance and training to staff on Town purchasing policies and procedures operating within the framework of all applicable laws, rules, and regulations related to procurement in a government agency.

**ESSENTIAL FUNCTIONS**

- Performs professional procurement of a wide variety of materials, supplies, services, and equipment.
- Prepares and issues formal solicitations including Invitations for Bid, Requests for Proposals, and Requests for Qualifications and Experience; evaluates responses to solicitations based on vendor qualifications, price and conformance requirements; issues addenda to solicitations and amendments to contracts as required. Serves as Town representative for procurement solicitation protests.
- Reviews, analyzes, and evaluates bids and proposals received; awards vendors contracts for purchase orders and/or contracts.
- Creates, develops and manages annual contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluations and approval of contractor change orders, contract amendments, monitors and evaluates contractor performance, contract renewals and addresses vendor/contractor deficiencies; coordinates legal review as needed.
- Conducts public pre-bid/proposal conferences and public solicitation openings and serves as chairperson/facilitator for evaluation meetings and requesting Best and Final Offers. May be required to make presentations at various meetings, including council meetings.
- Serves as a commodity and service specialist and information resource to user departments, other government entities and the public to interpret, explain, and makes decisions regarding public procurement law and department policies; provides training on procurement process to user departments.
- Researches and advises departments on market trends, new product and service developments and alternative source selections.

- Prepares contract administration documents including contract expiration notices, contract summaries, reviews vendor deficiency reports, host post award meetings, and conducts contract user surveys as applicable.
- Maintains and tracks insurance documentation for all current contracts.
- Maintains and tracks all construction contracts that have retention amounts.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and/or conditions. Follows Town-wide safety policy and practices as outlined in the Town's Health and Safety Manual.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

### **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of state and federal legal requirements governing the expenditure of public funds;
- Knowledge of Town of Sahuarita Procurement Code;
- Knowledge of public procurement methods and objectives;
- Knowledge of contract negotiation techniques and practices;
- Knowledge of contract law and the methods, procedures and practices used in contract management and administration;
- Knowledge of Town requirements of insurance, indemnification and liability policies and procedures.
- Ability to prepare technical specifications, invitations to bid, requests for proposals, analyze and evaluate bids and proposals and recommend awards;
- Ability to manage a large volume/variety of contracts;
- Ability to make mathematical calculations and draw logical conclusions;
- Ability to effectively negotiate with suppliers and consultants to obtain the best possible value for commodities and services;
- Ability to make purchasing decisions and recommendations based on public procurement law, rules and regulations;
- Ability to operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Ability to use complex financial software;
- Ability to work independently with minimal supervision on a continuous basis;
- Ability to establish and maintain effective working relationships with other Town employees, vendors, the public, and others;
- Ability to communicate effectively, verbally and in writing, and lead formal and informal meetings;
- Ability to maintain a professional demeanor during stressful situations;
- Ability to resolve contractual disputes between vendors and end users;
- Ability to plan, schedule, prioritize and report regarding time-sensitive schedules dictated by multiple projects.



## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Business Management, Materials Management, Purchasing, or related field.
- Three (3) year's professional level procurement experience involving the acquisition of equipment, supplies, commodities, or services for a government agency or private company with a substantial purchasing program involving a competitive bidding and negotiation process; experienced in developing, evaluating and administering contracts; OR
- Any equivalent combination of Education and Experience sufficient to perform the Essential Functions.

## **PREFERRED QUALIFICATIONS**

Municipal government experience.

## **REQUIREMENTS**

- Valid AZ Driver's License within ten days of hire.
- Relevant certifications such as a Certified Public Purchasing Buyer (CPPB), NIGP Certified Procurement Professional (NIGP-CPP) or equivalent preferred at time of hire or within timeframe required based on professional or educational applicant requirements (maximum of 3 years).

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

**IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT**