

## Procurement Specialist

FLSA Status: Covered (30000058-30000059) /Exempt (30000060)  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class carry out processes for the centralized purchasing of goods and services by the City.

### Procurement Specialist, Assistant - 30000058

#### Distinguishing Characteristics

The entry level of this class typically provides support to purchasing processes. It is distinguished from the Storekeeper/Acquisitions Specialist I class by its focus on centralized purchasing procedures and by not engaging in materials handling.

#### Typical Duties/Examples of Work

1. Assists more senior levels with purchasing process; develops and updates lists; reviews and formats specifications; writes project overviews.
2. Distributes bid documents by fax or mail; places legally required ads; copies and distributes opened bids; creates and issues bid addenda.
3. Prepares bid tabulations, Council reports, bid surety lists, contract documents and ordinances; prepares letters, forms, memos, project calendars and reports.
4. Answer questions of and obtains information from City employees, contractors and vendors.
5. Updates databases and public information systems with project and bid information.
6. Creates requisitions and generates purchase orders.
7. Conducts or chair pre-bid meetings attended by City staff, contractors, and vendors; represents the City and provides information at public outreach events; attend professional organization meetings.
8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: basic processes and techniques of procurement

Ability to: maintain records; enter and verify data; perform calculations; communicate effectively; work effectively with co-workers in a diverse workforce, and respond appropriately to question/concerns from other employees and the public; work constructively in a team

Skill in: supporting administrative processes and procedures; preparing and producing documents and correspondence; interacting with vendors and the public

**Special Requirements**

None

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

0419 Procurement Assistant Adopted: 6-14-95

Revised: 02-26-09 Updated title of comparison class under Distinguishing Characteristics

June 2009 - Change Job Class number from 0419 to 30000058, due to system change.

**Procurement Specialist - 30000059**

**Distinguishing Characteristics**

The journey level of this class typically carries out purchasing processes. It is distinguished from the Procurement Specialist, Assistant by purchasing goods and services within defined limits.

**Typical Duties/Examples of Work**

1. Conducts purchasing processes for goods, products and services within the established purchasing authority level, normally not requiring Council approval.
2. Develops and reviews bid specifications for form, accuracy and compliance with applicable laws and regulations.
3. Develops and prepares solicitation packages for formal and informal projects.

4. Informs and advises Bureaus and bidders of legal requirements for compliance with various governmental regulations, such as pre-qualification, EEO Certification, Minority Business Utilization, bid and performance bonds, proper insurance coverage, and wage rates.
5. Administers special on-going programs such as female/minority business utilization program, Sheltered Market Program, and Qualified Rehabilitation Program.
6. Provides technical assistance to Bureaus in addressing procurement requirements of a unique, unusual, or complex nature, including professional, technical and expert services.
7. Resolves problems, conflicts and protests arising during the bid process and after execution of contracts.
8. Analyzes, develops and prepares contracts.
9. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: processes, techniques, laws, regulations and guidelines of governmental purchasing; basic contracting

Ability to: communicate effectively, both orally and in writing;

Skill in: procuring goods, products and services; evaluating vendors and vendor offerings, and making effective purchasing decisions or recommendations

**Special Requirements**

None

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

420 Procurement Spec. Adopted 02-21-84

Revised 02-14-94 (Updated spec, Formerly titled Buyer)

June 2009 - Change Job Class number from 0420 to 30000059, due to system change.

**Senior Procurement Specialist - 30000060**

**Distinguishing Characteristics**

The Senior Procurement Specialist is distinguished from the Procurement Specialist by its level of project management, team leadership, and decision-making and policy development.

**Typical Duties/Examples of Work**

1. Responsible for administering the City's procurement processes for formal projects, including annual supply contracts, as well as coordinating informal contracts.
2. Responsible for insuring that the procurement processes for the City's formal construction projects are responsible, effective, legal and defensible so that bids are prepared properly and the entire bid process managed effectively. Resolves problems, conflicts, and protests arising during the bid process and after execution of contracts.
3. Responsible for insuring that costs, pricing strategies and rating/evaluation criteria are fiscally correct, in accord with the City's financial management policies, and designed to attract diverse, responsive bidders.
4. Informs and advises Bureaus and bidders of legal requirements for compliance with various governmental regulations, including but not limited to State and Federal statutes, City Code, Universal Commercial Code, City Standard construction Specifications, and applicable City Programs.
5. Responsible for providing reliable, accurate management information reports with related analysis and recommendations for a variety of audiences including the City Council.
6. Serve as project managers and team leaders on complex projects with diverse users and potential citywide impact.
7. Responsible for devising innovative approaches to addressing the City's procurement requirements that include providing technical assistance to Bureaus on a wide range of issues including PTE services.
8. Provide direction and support for increased utilization of technology to enhance and improve procurement practices.

**Required Knowledge, Skills and Abilities**

Knowledge of: contracting; public decision making processes

Skill in: interacting with officials, vendors and the public; procuring high value goods, products and services; presenting and defending information to public officials

**Special Requirements**

None

**Classification History:**

Revised: 3-20-08 FLSA status changed to exempt.

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:  
421 Senior Procurement Spec. Adopted 02-21-84  
Revised 02-14-94 (Updated spec, Formerly titled Senior Buyer)  
Revised: 02-26-09 Updated title of comparison class under Distinguishing Characteristics  
June 2009 - Change Job Class number from 0421 to 30000060, due to system change.

**Working Conditions**

Work in this class is typically performed in an office environment.