

City of Bruno

**CLASS SPECIFICATION**

**CLASS TITLE:**

Procurement Officer

**DEFINITION:**

Plans, organizes, directs, and performs professional purchasing activities. Assists departments in procuring goods, services, supplies, materials, and equipment; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single level class where employees within this class perform the full range of Citywide purchasing services. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Finance Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related matters, functions, and activities for the Finance Department.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Finance Director.

**EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Assist in the development and implementation of purchasing goals, objectives, policies and priorities.
- Plan, organize, and direct the municipal purchasing function.
- Review major purchase requisitions; approve requisitions for conformity with established procedures; make major equipment purchases.
- Conduct pre-bid specification review conferences with bidders and City officials to resolve conflicts and misunderstandings regarding bids.
- Supervise and participate in development of bid specifications; receive, open, analyze and publicly read bids, and make recommendations on major purchases.
- Prepare periodic purchasing, bidding and proposal, and related contracts reports and records.
- Provide information on purchasing policies, regulations and procedures.
- Confer with municipal officials regarding purchasing activities such as development of specifications and standardization.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Principles and practices of public agency procurement, bidding specifications and processes for public works projects and other services, and materials management processes.
- Commodity markets, marketing practices and commodity pricing methods.
- Contract laws, regulations, and standards.

- Federal, State and municipal purchasing laws and procedures.
- Budget and accounting procedures and practices.
- Computerized purchasing, inventory and accounting systems.
- Principles and practices of organization, administration, and budgeting.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Train Citywide staff on purchasing laws, regulations, and best practices.
- Communicate clearly and concisely, orally and in writing.
- Analyze, evaluate, and modify purchasing methods and procedures.
- Interpret and explain City purchasing policies and procedures to internal staff, vendors, and members of the public.
- Collect, interpret and evaluate data. Methodically evaluate reasons to validate conclusions and define and select alternatives.
- Rationalize and project the consequences of decisions and/or recommendations.
- Formulate policies, plan, coordinate and initiate actions necessary to implement decisions.
- Interact with personnel at all organizational levels and on occasion function in stressful situations requiring persuasion and negotiation.
- Act as liaison to advise and/or resolve differences between departments and outside agencies.
- Initiate, plan and complete work assignments with a minimum of direction and control.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent of a bachelor's degree from an accredited college or university with major coursework in purchasing, business administration, public administration, marketing, or a related field applicable to the responsibilities and requirements of this job class. Possession of a master's degree in public or business administration is desirable.

Four years of progressively responsible experience performing procurement and purchasing.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required. Designation as a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) is desired.

Working Conditions:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

Category:	Journey - Technical
FLSA Classification:	Exempt
Effective Date:	September 14, 2022
Revisions:	N/A