

Job Class Code: 1180	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to procure goods and services for the City, supervise assigned staff, and assist with oversight of department operations. The class is responsible for performing professional procurement responsibilities associated with pre-award and post award contracting functions, including planning bid processes and preparing documents; soliciting and evaluating proposals and bids, and awarding and administering moderate to large dollar value contracts. The class works within a general outline of work to be performed under general supervision.

TYPICAL TASKS

- Serve in a lead role for programs including: procurement cards (p-cards) construction, contracts and training.
- Provide training to end users in the contracting process.
- Reviews departmental requisitions and assists City personnel with the procurement of goods and services by expediting the procurement process and ensuring compliance with related codes.
- Drafts specifications for commodities and prepares and revises bid solicitation documents for competitive sealed bids and negotiations.
- Solicits proposals and/or bids for various city departments for the procurement of construction services, professional services, non-professional services, equipment, goods and other services.
- Coordinates with bidders to research availability of goods and services, determine awards, provide assistance with procedures, and respond to questions and concerns.
- Places purchase orders for supplies, materials, and equipment through competitive bidding.
- Organizes and directs pre-bid conferences and proposal evaluation committees and presents findings to management.
- Prepares documentation such as reports and correspondence to communicate information and maintain vendor relations.
- Assesses, tracks, and identifies key City needs for long term contracts including specification, acquisition, and maintenance and support requirements. Works with suppliers and internal service providers to maintain a professional relationship.
- Ensures suppliers meet defined requirements, goals and targets. Leads all aspects of supplier negotiations, including contract terms, pricing, and performance management. Provides leadership in developing key long term supply contracts to achieve continuous improvement. Manages contracts to ensure cost, service and quality requirements are met.
- Develops and maintains terms and conditions for purchasing agreements and contracts. Recommends modifications to accommodate legislative, industry or City changes. Seeks advise from legal when appropriate. Provides documentation and interpretation of contractual rights and obligations internally and externally, ensure that due diligence is practiced in complying with the stated terms and conditions.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Plans and directs others in the sequence of major activities and report on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Works with others to achieve goals through verbal and written communication, coaching and instruction. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions
Reasoning Requirements	Perform supervisory work involving policy and guidelines, solving both people and work related problems.

Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements.
Language Requirements	Reads technical journals, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of purchasing subjects; and writes complex articles and reports.
Mental Requirements	Performs professional level work requiring the application of administrative or legal methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in purchasing, marketing, business management, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
Special Certifications and Licenses	Certified Public Procurement Officer (CPPO), Certified Purchasing Manager (CPM), Certified Professional Public Buyer (CPPB), or other similar certification preferred. Requires a valid driver's license and driving record in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.