



## **City of Phoenix PROCUREMENT MANAGER**

**JOB CODE 04350**

Effective Date: 07/13

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to manage a wide variety of procurement and administrative duties related to maintenance, repair, and operating (MRO) activities, capital equipment purchases, and contract administration. Responsibilities include supervising professional level staff involved in a variety of procurement activities including preparation of specifications and the bidding process for commodities and contracts, and preparation, renewal, and monitoring of citywide commodity and service requirements contracts. The incumbent exercises considerable independent judgment. General supervision is received from Deputy Director who is consulted on complex problems or on policy matters. Performance is evaluated based on results achieved. The Procurement Manager acts on behalf of the Deputy Director over all other purchasing sections in his absence.

### **ESSENTIAL FUNCTIONS:**

- Plans, directs, and manages the central procurement activities of the City under direction from the Deputy Director; including supervising Procurement Supervisors, Senior Buyers, Buyers, and Contract Specialists.
- Develops, reviews, and approves new or improved administrative, purchasing, and clerical procedures to maintain economy and efficiency of operation;
- Approves bid proposals and specifications, composes Requests for Council Action, and presents recommendations on purchases requiring management or Council approval;
- Evaluates overall revisions, price and past performance of each contract and approves price increases;
- Acts as liaison with purchasing representatives of other public jurisdictions to join in cooperative buying when this will result in savings;
- Researches and evaluates commodity areas and makes recommendations for standardization and additions to Qualified Products List;
- Supervises and participates in the preparation of written financial and administrative reports;
- Responds to citizen inquiries and bid protests; in writing, over the phone, and in person;
- Establishes priorities, assigns workloads and reviews the more difficult and complex assignments;



## **City of Phoenix**

- Interprets contract provisions and reviews contracts for accuracy and changes prior to bid and renewal;
- Serves as liaison between vendors, contractors, and City department officials;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

### **Required Knowledge, Skills and Abilities:**

#### Knowledge of:

- Procurement methods and procedures of a large scale centralized purchasing function including buying, quality assurance, contract administration and contract law.
- Various grades, qualities, and varieties of materials, supplies, and equipment.
- Office management principles, practices, and procedures.
- Laws, ordinances, rules, regulations, and other requirements governing the purchase of commodities and services for the City.
- Accounting practices as applied to procurement procedures.

#### Ability to:

- Interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the City.
- Produce written technical documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Explain complicated technical problems in simple, non-technical terms using the English language.
- Work cooperatively with other agency and vendor employees, City management, department heads and elected officials.
- Perform a broad range of supervisory responsibilities over professional buyers.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential functions depending upon work location, assignment, or shift.



## **City of Phoenix**

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of experience, two of which involved supervising the procurement activities of a high volume governmental procurement section including experience in contract administration and contract writing, and a bachelor's degree in business or public administration, engineering, science or a related field, or certification as a Certified Public Purchasing Officer or Certified Purchasing Manager. Other combinations of experience and education that meet the minimum requirements may be substituted.