



**City of Phoenix**

## **Finance Procurement Officer**

Job Code:	04340	Job Function:	PUR
Salary Plan:	001	Grade:	036
FLSA:	Exempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	11-3061.00	Last Revision:	09/19/22

*This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.*

### **DEFINITION:**

The fundamental reason this classification exists is to perform responsible skilled work in writing, negotiating, awarding, and administering a wide variety of complex professional services contracts according to applicable laws, City contract policy, procedures, and provisions citywide and are only found in the Finance department's Procurement division. This classification is involved in a variety of procurement activities including preparation of specifications, the bidding process, and preparation, renewal and monitoring of professional services contracts citywide.

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

This is the senior-level classification in the Procurement series. Positions at this level are distinguished from the Contract Specialist level by the scope, and performance of the full range of duties as assigned, working independently, and exercising judgment and initiative in a high-volume environment. Positions 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. Work is normally reviewed upon completion and for overall results. This class is differentiated from the Contract Specialist because it handles difficult and complex contracts citywide, and has a larger scope and complexity dealing with support for procurement in multiple departments.

### **SUPERVISION RECEIVED/GIVEN:**

Receives general direction from a Procurement Manager, division head, or other supervisor within the Finance department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):**

- Develops the scope and specifications of contracts for the full range of professional services contracts including the more complex and/or multi-year contracts.



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- Participates in the bidding process; develops scopes of work and specifications for requests for proposal (RFP), requests for quote (RFQ), and other processes by which the City obtains services from third-party providers.
- Develops contract requirements ensuring conformance with City policies and state and federal laws, ordinances, rules and regulations.
- Monitors services levels for complex contracts to ensure contactor compliance with contract provisions and scopes of work.
- Monitors expiration of contracts; makes recommendations and coordinates renewal processes.
- Monitors contract expenditures of single year and multi-year contracts and prepares written reports.
- Consults with client City departments and legal in developing contract details and provisions.
- Serves as liaison between a department, contractors, consultants, and users.
- Researches and interprets contract provisions including explaining contract processes, penalties, and compliance terms to users; interprets and evaluates contract provisions.
- Coordinates the renewal and extension of assigned contracts.
- Resolves discrepancies in contracts and prepares written documentation.

### **REQUIRED KNOWLEDGE AND ABILITIES:**

Knowledge of:

- Principles, practices, and methods of public and governmental contract law and administration and their application to public sector contract management.
- Principles and practices of contract preparation, negotiation, conflict resolution, and public administration.
- Common business practices related to contract management.
- Principles and practices of data collection and report preparation.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and public sector policies and procedures relevant to assigned area of responsibility.
- Principles for defining and monitoring project life cycles, milestones, and compliance standards.
- Implications of funding resources as they relate to project finance, payments and reporting in relation to contract management.
- Standard principles and practices of accounting and budget controls.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.



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### Ability to:

- Learn, understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to areas of assignment.
- Prepare contract specifications, examine and analyze contract provisions, and negotiate contract terms and conditions.
- Make decisions, exercise resourcefulness, and prioritize tasks to meet a variety of demands.
- Comprehend and make inferences from written material.
- Work within established policies and procedures.
- Exercise independent initiative and judgment.
- Interpret and explain complex contract provisions to a variety of audiences.
- Prepare effective written communication including reports and presentations.
- Quickly absorb new information and adapt to changing circumstances.
- Serve as a liaison between City departments and contract agencies.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record.
- Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Appointments to some positions are subject to meeting appropriate polygraph and background standards.
- Obtaining a combination of professional certifications may be required



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**ACCEPTABLE EXPERIENCE AND TRAINING:**

Bachelor's degree in public or business administration or a related field and three years of experience preparing and administering professional services contracts in a public sector setting or completion of the city sponsored Procurement Apprenticeship Program

Other combinations of experience and education that meet the minimum requirements may be substituted.