



## City of Phoenix

# Finance Procurement Officer\*Lead

Job Code:	04341	Job Function:	PUR
Salary Plan:	001	Grade:	038
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 lead Finance Procurement Officers in a wide variety of procurement activities in the Procurement Division in the Finance department related to maintenance, repair, and operating (MRO) activities, capital equipment purchases, and contract administration. Responsibilities include 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.

### DISTINGUISHING FEATURES OF THE CLASS:

This is a journey-level classification responsible for performing the full range of duties as assigned, working independently, and exercising judgment and initiative. 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 distinguished from the Procurement Manager in that the latter is responsible for the strategic planning and implementation of a wide variety of procurement programs and services and is responsible for the supervision of professional and paraprofessional procurement staff.

### 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):

- Coordinates assignments related to maintenance, repair, and operating (MRO) activities, capital equipment purchases, and contract administration activities of an assigned department or division.



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- Reviews and develops new or improved administrative and procurement procedures to maintain economy and efficiency of operation.
- Coordinates bid proposals and specifications, composes Requests for Council Action, and presents recommendations on purchases requiring management or Council approval,
- Evaluates overall revisions, prices, and past performance of each contract and reviews price increases,
- Researches and evaluates quotes with specifications and availability of items and places order; makes recommendations for standardization and additions to Qualified Products and Vendor Lists,
- Prepares written financial and administrative reports,
- Responds to citizen inquiries and bid protests.;
- Establishes priorities, assigns workloads and reviews the more difficult and complex assignments,
- Coordinates, prepares, reviews mitigation plans and specifications for site preparation, clearing, earthwork, installation, erosion control, maintenance, and monitoring.
- Monitors and controls the operations for water distribution systems including chemical feeding equipment and utilizing the telemetry system, filtration equipment, reservoirs, and storage tanks.
- 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; provides information and guidance regarding procurement needs, specifications for services, supplies, and equipment.

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

#### Knowledge of:

- Principles, practices, and methods of public and governmental purchasing and procurement programs, and processes and their application to public sector purchasing and procurement.
- 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.
- Applicable federal, state, and local laws, rules, regulations, ordinances, policies and procedures relevant to assigned area of responsibility.
- Standard accounting practices; principles and practices of sound financial management and accounting practices as applied to procurement procedures.
- Principles of project and program coordination, analytical processes, and report preparation techniques.
- Research, statistical, analytical, and reporting methods, techniques, and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.



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- 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.

### **Ability to:**

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed governing public procurement.
- 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.
- Prepare, produce clear and concise written technical documents in the English language with 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.
- Serve as a liaison and coordinator between City departments and vendors.
- Make sound financial management decisions in support of procurement policies and procedures.
- Work safely without presenting a direct threat to self or others.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- 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 will require the performance of other essential functions depending upon work location, assignment, or shift.



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- 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

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

Bachelor's degree in business or public administration, public policy, finance, or a related field and three years of professional level procurement experience in a public sector or similar environment.

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