

**CLASS SPECIFICATION
Procurement Supervisor**

FLSA Status: Exempt
Bargaining Unit: Non-Represented

GENERAL PURPOSE

Under general supervision, plans, organizes, coordinates, inspects, supervises, evaluates and provides oversight to a team of professional and technical staff responsible for Citywide procurement of goods and services; will act as the lead professional on complex projects; will ensure integration, development and analysis of report findings on procurements and other related statistical data; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Procurement Supervisor is responsible for planning, developing and managing a team of procurement and/or compliance staff and its work program to ensure the effective procurement of goods and services in order that City bureaus may deliver effective services. The incumbent provides technical assistance, guidance and training to assigned personnel as well as supervision and evaluation of assigned professional and technical staff. An incumbent in this class is responsible for ensuring compilation of procurement related data to aid in determining procurement patterns, trends, and disparate bidding and award patterns as well as provide bureau management with specific information to assist in planning program and policy changes. Duties and responsibilities are complex and carried out with considerable independence within a framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records, reports and completed procurements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This classification performs all of the duties listed below. The listed examples do not necessarily include all similar and related duties that may be assigned to this class.

1. Plans, organizes, supervises and evaluates the work of assigned work team; together with Bureau leadership and assigned staff, develops, implements and monitors work plans to achieve Bureau and City Council goals and objectives.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development plans; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides day-to-day leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Responsible for supervising, coordinating, and administering divisions of the City's procurement processes; assesses and minimizes risk in solicitations and contracts; compiles, organizes and reviews solicitations and determines final award.
5. Develops, implements and manages solicitation processes which are distinguished by their technical complexity, political vulnerability, size, and scope; develops negotiation strategies; and negotiates contractual terms and conditions in the best interest of the City.
6. Generates, reviews, and analyzes division procurement data; determines and makes conclusions regarding patterns, trends, and problem areas; measures effectiveness of meeting procurement goals; develops recommendations for appropriate bureau responses, including possible policy and procedural changes.
7. Reviews Federal, State, and City laws, codes, and regulations for changes relating to procurement and purchasing; analyzes impacts; recommends and coordinates policy and procedure changes; manages implementation of changes with bureaus, contractors, and city employees.
8. Make presentations of findings to upper management, elected officials and policy-making groups, representatives of other agencies and the public; serves on various City and/or community organizations, task forces and special purpose committees; and assists in the development, preparation and dissemination of materials to educate and communicate program elements to customers, vendors and stakeholders.
9. Ensures the team is knowledgeable and current with evolving governmental regulations, including but not limited to State and Federal statutes, City Code, Universal Commercial Code, City Standard construction specifications, and applicable City Programs governing public procurement.
10. Provides technical assistance and formal training to staff, vendors, community organizations, and others regarding procurement processes consistent with federal, state and City laws, regulations and policies.
11. Facilitates and directs pre-bid, pre-proposal, pre-award and pre-construction conferences to explain the City's policies and processes.
12. Creates and maintains a variety of records and files pertaining to assigned programs.

13. Provides assistance and guidance to staff in resolving problems, conflicts and protests arising during the procurement process from solicitation to contract execution.
14. Responsible for insuring that costs, pricing strategies and rating/evaluation criteria are fiscally correct, in accord with the City's financial management policies, and designed to attract diverse, responsive bidders.
15. Assures City equity guidelines are integrated into procurement processes.
16. Responsible for working with their procurement team to identify opportunities for the development of new and/or streamlined, innovative approaches to procurement processes and systems to ensure customer needs and expectations are being met, including increased utilization of technology.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Public procurement policies, principles, practices, methods, and techniques for securing a wide variety of goods and services.
2. Applicable municipal, Federal and state laws and regulations governing City procurement activities, including labor standards compliance investigation and audit methods and practices.
3. Principles and practices of program management, including goal setting, policy and procedure development and implementation.
4. Principles and practices of effective management and supervision.
5. Record keeping practices and procedures related to procurement processes; procurement data information systems; record management and archiving.
6. Principles and practices of sound business communication, project management, outcome analysis, collaborative problem solving, and conflict resolution.
7. Practices, methods and techniques of contract negotiation development and strategies, contract development, legal communications, and contract administration.
8. Minority, women, and emerging small business contractor development activities.
9. Safety practices, safe work methods and safety regulations pertaining to the work.
10. Computer software applications related to the work.
11. City human resource policies and labor contract provisions.

Ability to:

1. Plan, coordinate, manage and evaluate complex projects including many diverse elements and technical requirements; utilize a high level of detail in developing and reviewing technical documents.
2. Advanced use of word processing, spreadsheet, database and other standard business software, including the Internet.
3. Define issues, analyze information and problems, evaluate alternatives and develop sound defensible recommendations and conclusions.
4. Develop, implement and monitor policies, programs, and program work plans.
5. Effectively represent the City in a variety of forums.
6. Exercise sound independent judgment within established parameters.
7. Understand, interpret, explain and apply City, state, and federal laws, codes and regulations governing procurement.
8. Develop, implement, and train City staff, vendors, contractors and business organizations on relevant policies and procedures.
9. Perform mathematical calculations and analyses in the review of complex bid data.
10. Communicate clearly and effectively orally and in writing including preparation of clear, accurate, clear, concise and comprehensive reports, professional technical documents, solicitations, contracts, trainings and presentations.
11. Establish and maintain effective working relationships with a wide variety of City bureau management, staff, community members, customers, industry/trade organizations, and stakeholders with differing and/or competing business needs.
12. Identify and develop opportunities for system and process improvement.
13. Effectively problem solves and effects solutions.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in business administration, law, public administration or a closely related field; and at least four years of progressively responsible experience in the field of procurement, workforce

diversity program development and administration; or an equivalent combination of training and experience. Experience in public agency procurement is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license. CPPB or CPPO certification preferred.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-02-03

June 2009 - Change Job Class number from 7166 to 30000471, due to system change.

Revised June 2014 – Added desired certifications and clarified duties.