City of Portland Job Code: 30001208

CLASS SPECIFICATION Chief Procurement Officer

FLSA Status: Exempt

Union Representation: Nonrepresented/Exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities of the Purchasing Division of the Bureau of Internal Business Services/OMF; carries out the duties of "purchasing agent" for the City of Portland, as provided by City Code; directs and oversees the administration of the City's competitive solicitation and contracting programs for the procurement of all construction and operational needs of all City Bureaus, including materials, equipment and services; oversees contractor development programs; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for managing, directing and integrating procurement services, contractor development programs and other City-wide programs for all City bureaus, including purchasing, contracting, contractor and vendor development, business development and female, minority and emerging small business enterprise program development. The incumbent provides strategic leadership in the development and implementation of policies and procedures, systems and processes for the delivery of centralized corporate procurement and contracting services. The work of this class is performed within broad policy direction established by the City Council and general policy direction from the Director of the Bureau of Internal Business Services (OMF).

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- 1. Carries out the duties of the "purchasing agent" for the City of Portland as provided in City Code. Directs and oversees the administration of the City's competitive solicitation and contracting programs for procurement of all City bureaus construction and operations needs, including materials, equipment and services; monitors processes and contracts for legal and policy compliance and to assure approvals are within the established limits of authority; directs and oversees the consulting services provided to City bureaus on their processes for Professional, Technical and Expert Service (PTE) contracts.
- 2. Coordinates with the Internal Business Services Director to plan, organize, control, integrate and evaluate the work of the Purchasing Division; provide feedback and evaluation; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; monitors performance against the division budget.

- 3. Plans, organizes, directs and evaluates the performance of managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.
- 4. Develops and retains highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support 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.
- 5. Oversees the City's contractor development programs, including the Fair Contracting and Employment Strategy Program, the apprenticeship and training plan to increase opportunities for training and diversity in the city's own workforce, the Project Manager/Inspector Training Program, the Good Faith Efforts requirement, the Sheltered Market Program, the Regional Mentor Protégé Program, the Workforce Training and Hiring Program and the Technical Assistance program.
- 6. Oversees central support functions, including procurement card and travel contracts as well as contractor prequalification, EEO and Equal Benefit programs.
- 7. As designated by the Internal Business Services Director, works with the Mayor, City Council, other bureau directors, business and community leaders and representatives of other agencies to improve business development and procurement outcomes; works with other City agencies to develop, recommend and implement City-wide administrative procedures and standardized documents to improve City purchasing and contracting processes; negotiates and maintains intergovernmental cooperation agreements in implementing procurement, workforce and minority business development policies, programs and activities.
- 8. Serves on boards, steering committees and policy development groups as required to develop, authorize and enforce City policy related to public procurement and related activities.
- 9. Foster purchasing-related community outreach by serving on boards of various chambers, advisory councils, and business development groups; create high level of visibility to the business community.
- 10. Effectively represents the City to other government agencies, organizations, community groups and stakeholders.
- 11. Monitor applicable legislative proposals, providing comments and testimony as needed.
- 12. When designated by the Internal Business Services Director, takes a lead role or serves on a committee to develop and recommend City Code and Charter revisions; establishes regulations to

give force and effect to City Code, Charter, State Statutes and Council policies in areas of assigned responsibility.

OTHER DUTIES

- 1. Directs special management studies to assess and meet customer needs and to improve the purchasing and contracting process; prepares and reports on procurement and business development activities and achievements for the Mayor and City Council.
- 2. Represents the City in meetings with other governmental agencies in the state.
- 3. Assists as needed on special assignments and projects dealing with procurement, EEO and/or small business issues.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- 1. Theory, principles, practices and techniques of public procurement, including purchasing, contracting, warehousing, small business, EEO and related areas.
- 2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
- 3. Principles of contract law and methods and practices of drafting contracts and agreements for a variety of purposes.
- 4. Principles and practices of public administration, including budgeting, financial planning and the management and retention of public records.
- 5. Basic principles and practices of civil and administrative law, especially as they relate to municipalities in the State of Oregon.
- 6. Research methods and analysis techniques and methodologies.
- 7. Principles and practices of sound business communications.
- 8. Principles and practices of effective management and supervision.
- 9. City human resources, policies and labor contract provisions.

Ability to:

1. Plan and direct a broad, centralized procurement program including such services as purchasing, contracts, agreements and small business development.

- 2. Understand, interpret, explain and apply legal requirements and City policy and procedures governing assigned areas of responsibility.
- 3. Define complex legal, technical and political issues, perform research, analyze problems, evaluate alternatives and develop sound conclusions and recommendations on complex procurement management and administrative issues.
- 4. Present proposals and recommendations clearly, logically and persuasively in public meetings and with diverse stakeholder groups.
- 5. Develop and implement appropriate procedures and controls.
- Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
- 7. Exercise sound, expert independent judgment within general policy guidelines.
- 8. Negotiate effectively on behalf of the City.
- 9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- 10. Establish and maintain effective working relationships with the Mayor, City Commissioners, all levels of City management, other governmental officials, legal counsel, business and community leaders, consultants, vendors, employees, the public and others encountered in the course of work.
- 11. Ability to utilize standard office technology effectively.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance or a closely related field; and at least ten years of progressively responsible experience in developing, integrating and administering complex procurement functions and services similar to those assigned to the Purchasing Division, at least five of which were in a management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

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: 09-30-09

Revised: