

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Procurement Officer

Department: Finance

Pay Grade: GS.13

Supervision Received From: Procurement Officer

FLSA Status: Exempt

Supervisory Responsibility For: Buyer, Buyer Coord.;

Established: 12/6/21

Procurement Compliance Spec., Supplier Engagement Coord. Revision Dates: 4/1/25;

11/21/24; 10/20/23; 9/6/2023

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting the Manager of Purchasing, serving as project manager for bid processes and existing contracts and conducting negotiations with suppliers to reduce costs. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL:

The Deputy Purchasing Officer is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained, ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; evaluating and approving requests for leave and making hiring, termination and disciplinary decisions.

Serves as project manager on assigned contractual projects which includes serving as the primary point of contact on contractual matters; assuming a leadership role for strategic sourcing and contract management providing service delivery to the customer; identifying the most favorable sourcing and contracting alternatives; managing contracts and relationships; assisting in work planning, contract terms and conditions development, specification development, solicitation preparation and contract negotiations; maintaining related information; procuring applicable items and/or performing other related activities.

Develops cost effective procurement strategies for major purchases and provides professional contracting and negotiation services for departments to reduce the City's overall operating costs.

Prepares applicable documents and/or resolution memorandums for purchasing recommendation approval.

Facilitates and leads negotiation sessions with suppliers.

May coordinate and assist in the development of the City's small and minority business contracting initiatives.

Determines correct procurement methods and conducts formal bid processes which includes collating formal bid data and information; evaluating requests for bids in conformance with applicable laws, procedures and requirements; approving price increases; updating contracts; analyzing proposals for conformance to specifications, prices, terms and possible cost savings; conducting negotiations; placing newspaper ads; preparing and mailing bid packages and Requests for Proposals (RFPs); facilitating pre-bid conferences; evaluating bid responses; forwarding information to applicable departments; issuing contract change notices; maintaining bids and contracts information; compiling vendor mailing lists; updating vendor information and accounting data in applicable databases; hosting bid openings for public reading and/or performing other related activities.

Trains internal staff on the use of procurement software.

Maintains procurement software and manages workflow approval paths.

Serves as a liaison between internal departments and vendors.

Generates procurement requisitions and contracts.

Maintains applicable records and databases on bids, leases, contracts, procurement sources and/or other related information.

Conducts follow-ups on orders to ensure receipt of items ordered in a timely manner and to resolve problems.

Coordinates the development of specifications with internal departments.

Reviews and verifies appropriate approvals for specified commodities.

Prepares a variety of reports related to progress, cost savings and/or other related procurement items.

Attends a variety of meetings with staff, suppliers, contractors, vendors and/or other interested parties.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Business Administration or related field and four (4) years professional purchasing experience or any combination of equivalent experience and education.

Government experience preferred.

LICENSING AND CERTIFICATIONS:

Possession of or ability to obtain Public Purchasing Officer Certification preferred.

KNOWLEDGE AND SKILLS:

Knowledge of Oracle cloud; construction and construction bidding; procurement principles and practices; negotiation techniques; specification preparation methods; supply sources; contract administration principles; bidding procedures; basic accounting principles; customer service principles; statistical principles and applicable Federal, State and Local laws, ordinances, codes, rules, regulations, standards, policies and procedures.

Skill in prioritizing and assigning work; using a computer and related software applications; analyzing and interpreting applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; reading, interpreting and analyzing bids and purchasing documents; administering contracts; coordinating bidding procedures; reading a variety of technical plans specifications and/or other related documents; providing customer service; conducting negotiations; exercising sound judgment; solving problems; expediting purchases; performing mathematical calculations and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.