

CITY OF CHATTANOOGA

Classification Specification Title: Procurement Compliance Specialist

Department: Purchasing

Pay Grade: GS.07

Supervision Received From: Chief Procurement Officer

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established Date: 8/09/22

Revision Dates: 4/3/25;

7/1/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbent in this classification manages the City's contract compliance; develop and implement effective contract oversight; maximizing purchasing efficiency by combining departmental agreements into more City-wide bids and agreements; serve as an assistant project manager for bid processes and existing contracts; develop strong supportive services in conjunction with the office of equity and multicultural affairs; work on de-bundling capital contracts when appropriate.

SERIES LEVEL: The Procurement Compliance Specialist is a standalone classification.

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.)

Develop strong supportive services in conjunction with the Office of Equity and Community Engagement to support purchasing.

Create bid specification templates and educate the departments on how to most effectively write and use these templates to ensure open competition for everyone.

Develop a strategic sourcing strategy for contracts and agreements to leverage our buying power across all departments within The City.

Work to identify opportunities where large projects may be de-bundled to allow for more small contracts/contractors.

Forecast upcoming bid opportunities.

Help to establish and revise effective procurement policies.

Develop and drive Minority and Women Owned Business Enterprise (MWOBE) participation goals.

Create a process to track subcontractor utilization.

Trains internal department and/or Purchasing Division staff on the use of procurement software, procedure implementation, procurement strategy, and contract administration.

Effectively score supplier capabilities and select optimal suppliers.

Review supplier and internal procurement organization performance using data and metric.

Serves as a liaison between internal departments, buyers, and vendors.

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

Facilitates and 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: Associates Degree in Business Administration, Accounting or related field and two (2) years' experience in purchasing activities to include contracts, sourcing, purchasing, supply chain management, paralegal or any combination of equivalent experience and education.

Must also have experience working with and making reports using spreadsheets, word processing, and presentation.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

Knowledge of procurement principles and practices; negotiation techniques; specification preparation methods; supply sources; customer service principles and applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies, and procedures.

Skill in 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; providing customer service;

conducting negotiations; exercising sound judgment; solving problems; expediting purchases; performing mathematical calculations; 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.