

CITY OF CHATTANOOGA

Classification Specification Title: Procurement Officer

Department: Finance

Pay Grade: GS.15

Supervision Received From: City Finance Officer

FLSA Status: Exempt

Supervisory Responsibility For: Dep. Procurement

Established: 12/06/21

Officer, Procurement Comp. Specialist, Buyers

Revision Dates: 4/3/25;

10/18/24; 10/20/23; 9/6/2023

CLASSIFICATION SUMMARY:

The Procurement Officer is responsible for managing and executing the City's procurement activities, to include the competitive bidding process; drafting and negotiating contracts; developing procurement strategies, policies and regulations for the City; ensuring compliance with all Federal, State and local procurement regulations; and managing the City's purchasing software.

SERIES LEVEL: This 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.)

Acts as a Division Head. Leads and manages the purchasing division staff.

Leads and manages the implementation and maintenance of a comprehensive procurement program. Ensures compliance with Federal, State, and local laws, regulations, codes, and/or standards.

Manages, directs, and approves procurement and surplus property sales activities and operations.

Manages the efficient and timely acquisition of quality equipment, goods, and services.

Maintains ethical procurement standards in compliance with applicable rules and regulations.

Procures personal and professional services, construction and labor services, equipment, software, technical equipment, and/or other related items. Ensures collection of money received from the efficient, profitable, and timely sale of surplus property.

Manages and directs the bidding process, to include ensuring that pre-bid meetings and bid openings are properly conducted; examining bid files for compliance with guidelines, regulations, and appropriate selection of vendor awards; conferring and counseling purchasing staff and client requisitioning department regarding procurements; and leading negotiation efforts on selective, highly visible and/or sensitive procurements.

Prepares bidding and request for proposal (RFP) and request for qualifications (RFQ) documents. Writes contracts and purchase orders for services and supplies.

Provides technical direction, information and assistance to City personnel regarding the full scope of procurement activities, as well as problem resolution.

Interviews and negotiates with vendors for construction, purchases, contracts and agreements.

Recommend awarding of contracts ensuring consistency with State and City policies and requirements. Provides written recommendations for the City Council.

Manages, coordinates, and facilitates an area-wide government and private agency procurement collaboration, consisting of procurement officials and agency officers from around the region.

Manages, coordinates, and maintains special partnership collaboration between the City, applicable agencies, and the State to ensure and support fair contracting opportunities for small business contracting opportunities.

Manages the automated purchasing software system, approving system updates and modifications as required; confers with Information Technology to address problems and specific needs.

Monitors the work of external contractors, ensuring compliance with contract terms and conditions and authorizing contractor payments.

Collects, interprets, analyzes, and evaluates purchasing data; prepares related reports summarizing results and makes recommendations based on findings.

Develops and oversees the organizational structure, the budget, and staffing of the Division of Purchasing, in coordination with the Office of the Chief of Staff.

Advise the Chief Financial Officer, Chief of Staff, Mayor, and City Council on key matters related to procurement.

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 and six (6) years of experience in roles of growing scope, responsibility, and demonstrable results in the procurement sector or related field; or any combination of equivalent experience and education;

Advanced degree in Business Administration, Public Administration, or a related field may be substituted on a year-for-year basis up to two (2) years of the required six (6) years of experience as described above;

Extensive knowledge of procurement principles and practices; negotiation techniques; specification preparation methods; supply sources; contract drafting, negotiating and interpretation; bidding procedures; customer service principles; ethical purchasing practices; economic principles; statistical principles; and of applicable Federal, State, and Local laws, ordinances, codes, rules, regulations, standards, policies, and procedures;

LICENSING AND CERTIFICATIONS:

None

SUPPLEMENTAL INFORMATION:

Skill in conducting research and benchmarking; analyzing and interpreting applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures; reading, interpreting, and analyzing bids and purchasing documents; managing contracts; managing bidding procedures; reading a variety of technical plans specifications; contract negotiations; solving problems; and expediting purchases;

Demonstrated ability to execute projects while balancing multiple and competing priorities on tight deadlines, all while providing continual attention to detail and quality;

Politically astute with a proven track record of working effectively in partnership with City departments, elected officials, local, regional, and state governments, outside agencies, residents, small businesses, and other key stakeholders to achieve goals and objectives;

Demonstrated ability to effectively lead and manage organizational cultural change and development, comprehensively leading and energizing a diverse team;

Highly effective communicator who demonstrates cultural competence, active listening, and responsiveness to the community and City staff; and

Visionary and strategic thinker who can lead and provide guidance on public sector procurement trends and requirements.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, 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.