

City of Chattanooga
Classification Specification Title: Supplier Engagement Coordinator

Department: Purchasing

Pay Grade: GS.09

Supervision Received From: Deputy Chief Procurement Officer

**FLSA Status: Exempt
Established: 8/21/15**

Supervisory Responsibility For: None

**Revision Dates: 4/4/25;
10/20/23; 8/02/22**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for managing and facilitating Business Matchmaking initiatives by identifying potential suppliers for buyer demands, creating awareness about bidding opportunities with any potential suppliers, and establishing supplier qualification and interest to supply buyer demands, providing supplier procedural education, and maintaining a contract performance database. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Supply Engagement Coordinator 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.)

Review new bid opportunities on a continuous basis; identify and act upon bid opportunities that require timely attention.

Identify qualified suppliers through a variety of sources, and match with buyer demands.

Encourage suppliers to participate in bidding, through emails, telephone calls and other documented means of communication.

Develop and facilitate systematic supplier education processes.

Manage buyer and supplier inquiries and concerns, so that successful bid opportunities may be realized (concluded within the required timeframes).

Build and maintain a good working relationship between the City and the existing supplier community, establishing contacts for key commodities that are able to meet buyer demands within a centralized database.

Facilitate Purchasing Division's portion of any City vendor certification programs.

Update reporting data daily, ensuring that the information is accurate, meaningful and communicated to the applicable employee(s) and/or supervisor(s).

Systematically review and update the City's suppliers' contact information, user information, business categories and email IDs, within the City database(s).

Develop and update related skills and knowledge on a continuous basis; relay relevant updates and available training to other Purchasing employees, as applicable, as well as establish and maintain knowledge reference relationships with regional area purchasing groups.

Participates in/on a variety of meetings, committees and/or other related groups in order to receive and convey information.

Facilitate or assist in the facilitation of Purchasing Division education, training and outreach events.

Monitor performance of City interns allocated to the Purchasing Department; identify and communicate learning needs and areas for improvement to managing City Department (Office of Multicultural Affairs).

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:

Six years of any combination of relevant education, training or experience sufficient to perform the essential duties of the job will be considered. Bachelor's Degree in Business Administration or Finance and two (2) years experience in public- or private-sector purchasing activities such as bidding, responding, negotiating, procedure training, contract management, supplier recruitment and/or maintaining supplier databases, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION

Knowledge of public procurement principles and methods; public relations principles; conflict resolution principles; document composition principles; promotional material development principles; public information principles, and applicable Federal, State and local laws, ordinances, codes, rules, regulations, standards, policies and procedures. Skills in public speaking; procedure development; instructional program development and implementation; monitoring budgets; preparing promotional or educational materials; informational survey development; using a computer and related software applications; 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.