

1236 – Procurement Officer  
Starting Salary: \$58,884.80 (Exempt)  
Opening date: 9/14/2018  
Closing date: 9/21/2018

This professional salaried position requires excellent judgment and collaborative skills and the capacity to independently work with a variety of County departments to develop specifications that satisfy their requirements. Construct and conduct solicitations and contract documents and process for execution by the appropriate award authority. Establish and maintain contracts (amendments, renewals) in a timely manner. Comply with applicable code, policy and procedures, optimize County objectives including fair, ethical and considerate treatment of suppliers, and the prudent expenditure of public funds.

**This position is in the Procurement Department.**

**MINIMUM QUALIFICATIONS:** EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public administration, business administration, purchasing, materials management, engineering, architecture or a related field as defined by the appointing authority and six years of professional procurement experience which included either the writing or administration of contracts, or commodity management, plus one year of supervisory experience. (Supervisory experience may be concurrent with other required experience) (Additional relevant experience and/or education from an accredited college or university may be substituted.)

OR:

(2) Current certification as a Certified Public Procurement Officer, Certified Purchasing Manager, Certified Professional in Supply Management, Certified Production and Inventory Manager, Certified Fellow in Production Management from an accrediting agency such as the National Institute of Governmental Purchasing, Institute for Supply Management, or American Production and Inventory Control Society.

OR:

(3) Four years of experience with Pima County as a Buyer-Principal or Purchasing/Warehouse Supervisor.

**PREFERRED QUALIFICATIONS:**

- A BS/BA or higher degree and coursework/certifications in business, economics, purchasing, procurement, supply chain or related field.
- Three years of Public procurement experience, preferably in Arizona, involving the development and processing of procurement requisitions to form solicitations and establish contract documents for general materials & services (ARS Title 11) or design and construction (ARS Title 34).
- Three years of experience researching, comprehending and applying complex law and regulations to form contract documents.
- Three years of experience and competency with MS Office applications and Computer systems (ERP/AMS).
- Excellent effective communication skills, both verbal and written.
- Demonstrated capacity to understand and integrate Procurement code, policy and procedures and apply excellent judgment.

**Licenses and Certificates:** **Valid driver license is required at time of application.** Valid AZ driver license is required at time of appointment. The successful applicant will be subject to a 39-month DOT Motor Vehicle Record review to determine applicant's suitability to operate county vehicles in accordance with Pima County administrative procedures. Failure to obtain and maintain the required licenses and certifications shall be grounds for termination.

**For more DETAILS, and to APPLY for this position, visit us at**  
**[www.governmentjobs.com/careers/pima](http://www.governmentjobs.com/careers/pima)**  
**Pima County provides equal employment opportunity**