



VACANCY ANNOUNCEMENT

CITY OF FLAGSTAFF

"We Make the City Better"



Date Posted: April 5, 2019
Vacancy No: 044-19
Position Title: Procurement Specialist
Division / Section: Management Services / Purchasing
Closing Date: April 26, 2019
Position Status: Full-Time; FLSA Exempt; Benefit Eligible
Work Week: Monday – Friday; Winter Hours 8am-5pm; Summer Hours 7am-4pm
Salary Range: \$47,873.07 - \$50,745.45 Annually DOE
Recruitment: AZ Daily Sun (4/7, 4/10, 4/14, 4/17); AZ Republic (4/7, 4/10, 4/14, 4/17); City website; All Free Websites

ADDITIONAL INFORMATION:

"Team Flagstaff is seeking a highly qualified purchasing professional with the ability to manage multiple priorities within a fast-paced environment. This individual must have demonstrated governmental purchasing experience and knowledge with both informal and formal solicitations from its inception through contract award, formal contracts, and Arizona state procurement rules. This individual must have the ability to build and maintain both internal and external partnerships through a detailed and highly dynamic process".

Actively supports and upholds the City's stated mission and values. The Procurement Specialist position is part of a broadband series in which incumbents are responsible for performing a wide variety of tasks. Duties range from routine to the most complex of procurement projects and responsibilities requiring incumbents to take initiative, make judgment calls, and make decisions for the projects/processes for which they are assigned. There are three zones within the broad band. The incumbent will have the opportunity to advance through the zones based on progressive responsibility and experience, continuing education, and professional development.

According to the Decision Band Method classification system, employees of this classification are responsible for operational and process level decision making (decisions on carrying out the operations of the selected process and/or decisions concerned with the selection of a process for accomplishing work.) In addition, employees are expected to exercise considerable judgement, initiative, and professional skills in financial administration, knowledge of acceptable purchasing practices, and coordination of projects with final project completion.

ADMINISTRATIVE DUTIES

- **Supervisory:** This job may have leadworker responsibilities (coordinating and monitoring the work of others), but does not supervise.
- **Budgetary:** This job has partial responsibility for budgeting including obtaining quotes from vendors for end-users.
- **Strategic Planning:** This job assists with strategic planning of procurement processes (policies and procedures), as well as negotiating contracts and contract extensions with short and long-term implications.
- **Policies/Procedures:** This job has assists with policies and procedures by formulating policies and procedures in order to improve on process efficiencies.
- **Compliance:** This job has full responsibility to interpret, follow, and enforce all applicable rules and regulations as it pertains to the purchasing of goods, services, and capital improvements.
- **Council Communications:** This job has partial responsibility for Council communication including assisting with or writing staff summaries and presentations to Council (regarding recommended actions).

- Reporting: This job has partial responsibility for reporting to Federal/State/Local agencies, including gathering information, completing reports, and assisting in addressing discrepancies in reporting.

EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)

- Provides excellent customer service to both internal and external customers.
- Determines, prepares, and processes formal procurement solicitations for goods, services, and construction and facilitates the entire process from its inception to contract award and administration.
- Evaluates, negotiates, and awards contracts, manages contracts, manages vendors and contractors.
- Investigates and resolves purchasing related issues.
- Provides educational training to end-users as well as vendors/contractors regarding the City's purchasing process.
- Maintains, organizes, and arranges for the retention of bid files.
- Sets up and maintains all contracts and IGAs in Contract Assistant software with associated expiration dates. Scans all documents into Contract Assistant software for review and download/printing, if necessary.
- Performs related duties, as assigned.

MINIMUM REQUIREMENTS

- Bachelor's degree in Purchasing, Business, or closely related field.
- Two (2) years of professional purchasing experience.
- Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

DESIRED EXPERIENCE AND TRAINING

- Three years of experience in Governmental Purchasing.
- Two years of experience in Contract Administration.
- Five years of experience in Purchasing/Materials Management.

OTHER REQUIREMENTS

- Must possess, or obtain upon employment, a valid Arizona driver's license.
- Regular attendance is an essential function of this job to ensure continuity.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (ILLUSTRATIVE ONLY)

- Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.
- Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

COMPETENCIES (ILLUSTRATIVE ONLY)

- Accountability: This job has **partial responsibility** for accountability including community, organizational, and financial aspects (for example: understands community politics as necessary part of organizational life; understands the culture of the organization; and is aware of the impact of financial processes and outcomes on the organization.)
- Responsiveness: This job has **partial responsibility** for addressing customer needs to include ensuring appropriate communication skills, composure, decision making, and mediation skills for self and subordinate employees (for example: honest, direct, and understandable communication; controls emotions when things get tough; actively seeks input to make decisions; and is proactive in confronting and resolving conflict.)
- Quality: This job has partial responsibility for ensuring high quality customer service for self and subordinate employees including customer focus, expectation management, and interpersonal skills (for example: responds promptly to customer needs; keeps customer informed of progress with timely feedback; uses diplomacy and tact.)

- **Professionalism:** This job has partial responsibility and assists with ensuring employees are honest, responsible, fair, highly trained, and cost conscious including technical and professional knowledge, diversity in skills and people, and cross-functional knowledge (for example: seeks educational and professional opportunities, proactively seeks input from people with differing views; knowledge of own division's application to the success of the organization.)
- **Teamwork:** This job has partial responsibility and assists with ensuring employees work as a team in partnership with citizens, other agencies, and each other for a better Flagstaff including managing people, coaching and mentoring, team management and development, and delegation (for example: works with others in mutually supportive relationships; offers useful feedback and identifies needs for development; is team oriented and collaborative; and uses delegation to maximize employee capabilities.)
- **Problem Solving:** This job has partial responsibility and assists with ensuring employees solve problems creatively, open-mindedly, and professionally including creativity and innovation, initiative, planning and organizational skills, and process management (for example: actively pursues best practices to integrate with internal practices; drive to meet/exceed objectives or standards; uses project and time management skills; and is knowledgeable about internal controls.)
- **Leadership:** This job has partial responsibility and assists with ensuring employees strive to be organizational leaders who serve people and guide them toward a common vision including integrity and personal character, vision, strategic execution, and change management skills (for example: acts in a direct and truthful manner; takes into account the big picture; focuses others on organizational mission and goals; and inspires others to pursue change.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk and sit. The employee is occasionally required to stand.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.
- The noise level in the work environment is usually moderate.

CLASSIFICATION INFORMATION

Range B71, FLSA exempt.

PRE-EMPLOYMENT PHYSICAL REQUIREMENTS:

NONE

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.
All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.

For application materials:

Visit: Human Resources
Monday – Friday 8 AM – 4 PM at:
211 W. Aspen Ave., Flagstaff, AZ 86001
Call: (928) 213-2090 or
1 (800)-463-1389
Fax: (928) 213-2089
Website: www.flagstaff.az.gov
Email: human.resources@flagstaffaz.gov

**Applications are due to Human Resources by
4 PM AZ time on the closing date
regardless of the postmarked date.**

**AmeriCorps, Peace Corps, and other national
service alumni are encouraged to apply.**