



## City of Kansas City, Missouri Job Class Specification

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|-------------------|---------------------|--------------------|------------------|
| <b>Job Title:</b> | PROCUREMENT OFFICER | <b>Department:</b> | GENERAL SERVICES |
| <b>Job Code:</b>  | 1309                | <b>Status:</b>     | NONEXEMPT        |
|                   |                     | <b>Grade:</b>      | NE6              |

### Summary

This is responsible specialized work assisting the Procurement Manager in the oversight and administration of the procurement and stores functions of the City.

Work involves responsibility for a wide variety of procurement and administrative work, freeing the Procurement Manager for higher level responsibilities. Work involves assisting in interpretive reporting and with the formulation of policies and procedures related to the procurement, storage and issuance of supplies, materials and equipment. Duties require frequent contact with vendors and department officials in assisting on procurement problems. An employee of this class must exercise independent judgment and apply acquired knowledge and skill in performing central procurement activities.

### Duties and Responsibilities

- Assists in planning, coordinating and overseeing the central procurement activities of the City.
- Plan and assists in consolidating the needs of the various departments by standardizing supplies, materials and equipment, construction services, professional services, and general services.
- Assists in the development of detailed scope of work/specifications in the preparation of the solicitation process for IFB's & RFP's for verifies commodities and general services.
- Analyze bids and proposals for the contract award process including contract negotiation, award recommendation, and finalize all contracting documents.
- Process purchase orders within scope of authority against awarded city contracts and/or in compliance with city policies and procedures.
- Approve/ issuance of purchase order for necessary goods and services within approved authority level.
- Perform contract management and performance monitoring for contract compliance for the city.
- May act as a lead worker.
- Performs related duties as required.
- Performs special projects as assigned.

### Technical Skills

Considerable knowledge of:

Procurement methods and procedures including buying, inspection, storage and shipping methods.

A variety of supplies, material, equipment and services peculiar to city operations.

The laws, ordinances, rules and regulations governing the procurement of commodities and services for the City.

The application of bookkeeping principles and methods in the keeping of procurement records.

Methods of the various grades and qualities and variety of materials, supplies and equipment.

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|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education and Experience</b>                    | Accredited Associates degree and two (2) years progressively responsible procurement experience in procurement activities;<br><br>OR<br><br>High school graduation and four (4) years of experience in procurement activities.                                                                                                                                                                                                                                                                                                                 |
| <b>Certificates/ Licenses/Special Requirements</b> | Must pass a background check as prescribed by the City.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Supervisory Responsibility</b>                  | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Supervision Received</b>                        | Work is performed under general supervision.<br><br>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment. |
| <b>Created</b>                                     | 9/06                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Revised</b>                                     | 9/08, 11/14, 4/15, 12/18, 12/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |