



City of Kansas City, Missouri Job Class Specification

Job Title:	SENIOR PROCUREMENT OFFICER	Department:	GENERAL SERVICES
Job Code:	1314	Status:	EXEMPT
		Grade:	EX-2

Summary

This is responsible specialized work assisting the Procurement Manager in the procurement of goods, professional services, general services, construction and non-construction services for the City.

Work involves responsibility for a wide variety of procurement and administrative work freeing the Procurement Manager for higher level responsibilities. Work involves performing, construction procurement, operational and tactical procurement tasks including clarifying requisitions, soliciting quotations, evaluating bids, awarding purchases, issuing purchase orders, monitoring supplier performance and resolving issues. These task are performed in full compliance with all policies and procedures with interpretive reporting. Duties require frequent contact with vendors and department officials in assisting on procurement problems. An employee of this class must exercise considerable independent judgment and apply acquired knowledge and skill in performing central procurement and department specific activities.

Duties and Responsibilities

- Planning, coordinating and supervising the central procurement and department activities of the City.
- Consolidating the needs of the various departments by standardizing supplies, materials, services and equipment.
- Confers with suppliers and their representatives concerning their products and discussing materials, equipment, supplies, services, prices, trade and cash discounts.
- Prepares and/or assist departments in the development of detail scope of work/specifications in the preparation of standard IFB's & RFP's, award prepare documents for contract negotiations, finalizes paperwork with recommendation for contract award.
- Ability to handle multiple demands, set priorities, allocates time effectively, and works in a team and customer focus environment.
- Ability to handle all procedures for the procurement of construction and non-construction procurements.

Duties and Responsibilities (cont.)

- Resolves issues regarding supplier performance and acts as the central point of contact for City Departments.
- Answers special correspondence on procurement matters and handles special assignments and problems arising within the division.
- Attends bid openings, takes all pertinent information relating to the bid process, and processes the legal advertisements on bids.
- May act as a lead worker.
- Competitively solicits bids and proposals for commodities, professional services, construction services, and other services for City departments; including researching, receiving and analyzing specifications and requirements, as well as researching and recommending sources for purchase.
- Monitor and analyze vendor/supplier performance.
- Research and utilize cooperative agreements.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:
Procurement methods and procedures including buying, inspection, storage, and shipping methods.
Knowledgeable with all methods of procuring construction and non-construction contracting
A variety of supplies, material, equipment, and services peculiar to city operations.
The laws, ordinances, rules, and regulations governing the procurement of commodities and all type of services including construction for the City.
Proficient in Microsoft Office Excel, PowerPoint, and Word. Advances skill level is desirable.
Strong verbal and written communication skills.
Knowledge in the principles and methods of procurement process, contract negotiations, with strong business acumen.
The Ability to:
Handle multiple demands, set priorities, allocates, time effectively, and works in a team and customer environment.
Basic financial terms and PeopleSoft applications.

Education and Experience

Accredited Bachelor's degree and 2 years of progressively responsible procurement experience at the level of Procurement Officer;

OR

Accredited Associate's degree and 4 years progressively responsible procurement experience at the level of Procurement Officer;

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements

- Procurement certifications (C.P.M., CPPO, and CPPB) would be a plus but not required.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision maybe exercised over a small number of Procurement Officers and clerical staff.

Supervision Received

Work is performed under general supervision of Procurement Manager.

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.

Created

4/73

Revised

9/06, 1/08, 07/08, 11/14, 4/15, 12/18, 8/22