



City of Kansas City, Missouri Job Class Specification

Job Title:	ASSISTANT CHIEF PROCUREMENT OFFICER	Department:	MULTI
Job Code:	1318	Status:	EXEMPT
		Grade:	EX-6

Summary

This is highly responsible administrative and managerial work assisting in the planning, design, direction, and management of procurement activities for the City of Kansas City, Missouri.

Work involves responsibility for one or more division administrative and/or business activities. An employee of this class works with almost complete independence and is responsible for the use of considerable initiative and judgment in establishing procedures, processes, and controls carrying out various assignments working closely with the Chief Procurement Officer in providing professional support to all City Departments. Supervision is exercised over professional technical staff engaged in procurement activities.

Duties and Responsibilities

- Assists with the development of procurement services division policies, procedures, and controls through consultation with General Services management on administrative and business activities, and programs.
- Confers with and advises department or division heads on procurement administrative and business activities.
- Establish standard contract clauses for use in contracts, solicitations, and purchase orders.
- Review and execute on behalf of the City contracts, purchase orders, change orders, and other documents within delegated authority.
- Reviews budget estimates, special reports, prepares drafts of proposals, and makes reports on completed projects and City programs.
- Ensure procurement practices are consistent, open, and designed to encourage maximum competition and best-value procurements.
- Research market sources and suppliers to locate and ensure the most cost-effective and competitive pricing for the purchase of supplies and services.
- Ensures received proposals and bids are evaluated fairly and awarded following City Procurement rules and procedures, and award recommendations are to those procedures.
- Acts as the Chief Procurement Officer by assignment.
- Confers with officials and other representatives of governmental agencies, consulting firms, and contractors on problems relating to projects being proposed or in progress.
- Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload.
- Performs related duties as required.

Technical Skills

Comprehensive knowledge of:

- Modern principles and practices of governmental procurement and supply-chain management.
- Contractual laws, construction laws, policies, and procedures governing public procurement.
- Techniques of organizing and motivating individuals and groups.
- Principles of management analysis such as spend analysis cooperative procurement, and organization design necessary to formulate and implement administration practices.
- Researching and preparing highly complex specifications, solicitations, and contract documents.
- CREO policies and procedures.
- Develop effective and cooperative working relationships with key internal and external stakeholders.
- Provide strong leadership and direction, clearly defining objectives and motivating employees to accomplish division and department responsibilities.
- Use appropriate judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive.
- Analyze commodity requirements, interpret market prices and trends, and apply interpretations to procurement issues.
- Negotiate contracts for professional and non-professional services, construction and supplies.
- Identify and implement information technology solutions related to electronic procurement systems.
- Effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise, and positive manner.
- Successfully deal with all people fairly and equitably.
- Make difficult decisions and award contracts impartially and objectively.
- Possess complete integrity and a high sense of personal and professional ethics.

Education and Experience

Accredited Bachelor's degree with six (6) years' experience managing staff overseeing procurement/supply chain functions.

Certificates/ Licenses/Special Requirements

- Preferred the Institute for Supply Management (CPSM) or National Institute Government Procurement (CPPO and CPPB) certification.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision is exercised over assigned personnel.

Supervision Received

General supervision is received from the Chief Procurement Officer.

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.