



City of Kansas City, Missouri Job Class Specification

Job Title:	CHIEF PROCUREMENT OFFICER	Department:	GENERAL SERVICES
Job Code:	1317	Status:	EXEMPT
		Grade:	EX8

Summary

Performs professional work of unusual difficulty in the planning, organization, development, and coordination of the procurement activities for the City of Kansas City, Missouri.

This executive management position serves as the principal public procurement official for the City and is responsible for all procurement of goods, supplies, professional services, construction services, and general services in accordance with applicable federal, state, and local laws, ordinances, rules, and regulations.

Responsibilities include providing professional support and sound contractual advice to all stakeholders (Mayor, City Council, City Manager, Director of General Services, Department Directors, Boards and Commissions of the City) involving contractual services, consultants, equipment, supplies, construction, capital improvements and other applicable activities. Supervision is exercised over professional, technical staff engaged in procurement activities.

Duties and

Responsibilities

- Supervises the timely procurement of all goods, construction, professional services, general services, all supplies, and other services as needed in accordance with all applicable federal, state and City Charter, laws, policies, and procedures unless delegated to a City department through written documentation.
- Ensure compliance with all applicable laws and procurement policies and procedures by reviewing and monitoring procurements conducted by any designee, department, agency or official and maintaining the integrity of the public procurement process.
- Recommend policies to the legislative body regarding the procurement of goods, supplies, and services.
- 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 most cost effective and competitive pricing for the purchase of supplies and services.
- Ensures received proposals and bids are evaluated fairly and awarded in accordance with City Procurement rules and procedures and award recommendations meet those requirements with applicable legislative oversight.
- Serve as City's Chief Negotiator or and ensure negotiations with suppliers on contracts or conducted in accordance with City policies and procedures.
- 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.
- Formulate, in conjunction with using departments, short-term and long-term strategic procurement plans to maximize buying power and minimize inefficiencies.
- Continuously review policies and procedures governing procurement to improve upon and standardize the processes.
- Select, hire, supervise and evaluate subordinate staff; review of performance reports prepared by subordinates and rate employee performance; exercise authority for division staff consistent with established Human Resource rules, and all other applicable rules and regulations.
- Delegate authority and assign work to subordinate staff commensurate with their qualifications and existing workload.

Duties and Responsibilities (cont.)

- Conduct training of procurement staff and City staff in the procedures and techniques required in the performance of their duties.
- Serve as public procurement advisor and technical expert to management.
- Establish and supervise a contract administration system designed to ensure that contractors are performing in accordance with the terms and conditions of their contracts.
- Develop, recommend, and monitor the division budget.
- Effectively communicate procurement policies and procedures and interpret said policies and procedures as necessary.
- Maintain open communications with the supplier community to provide a comprehensive understanding of the procurement practices and maintain supplier confidence.
- Make determinations with respect to bid protests or contract claims.
- Prepare or direct the preparation of reports which accurately represent the division's activities
- Represent the division to other governmental departments, other public agencies, suppliers, and the legislative body.
- Perform other related duties to ensure the accomplishment of the strategic priorities of the City.
- Develop and align the strategic priorities of the division consistent with City Council objectives.
- Perform related duties as required.

Technical Skills

Comprehensive knowledge of:

- Modern principles and practices of governmental procurement and supply-chain management.
- Contractual laws, construction law, policies and procedures governing public procurement.
- Principles, practices, and techniques of administration, organization, budget preparation, supervision, training and development, financial administration, and public relations.
- Techniques of organizing and motivating individuals and groups.
- Principles of management analysis such as spend analysis and 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.
- Coordinate, manage, problem solve, strategize, schedule, analyze, and plan.
- Use appropriate judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.
- 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 persons in a fair and equitable manner.
- 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 and seven (7) years' experience at the level of Procurement Manager:

OR

Master's Degree in supply chain management, business or public administration, with five years (5) experience at the level of Procurement Manager.

**Certificates/
Licenses/Special
Requirements**

- Requires 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 all assigned personnel.

**Supervision
Received**

Work is performed under the general supervision of the Director of General Services.

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

09/2022

Revised

01/2024, 12/2024