



<b>Job Title</b>	<b>Procurement Services Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>19773</b>

**Class Specification – Procurement Services Manager**

<b>Summary Statement:</b>	
<p>The purpose of this position is to provide professional and expert oversight and management services to the Procurement Services Division. This is accomplished by managing internal staff; reviewing and creating contract documents; conducting and facilitating meetings; assigning work activities; resolving conflicts; coordinating staff training; conducting a variety of organizational investigations; and resolving difficult and sensitive citizen inquiries.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
45%	Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; and recommend and administer policies and procedures. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Plan, direct, coordinate, and review the work plan for Procurement Services staff; assign work activities, projects and programs; review and evaluate work products, methods, and procedures; and meet with staff to identify and resolve problems. Establish, oversee, and manage city-wide Procurement Services standards and procedures; and monitor and ensure that City departments and divisions are in compliance with stated policies.
30%	Select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; and implement discipline and termination procedures. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; and implement adjustments. Serve as the liaison for the Procurement Services Division with other divisions, departments, and outside agencies; and negotiate and resolve sensitive and controversial issues.
25%	Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to programs, policies, and procedures as appropriate. Attend and participate in professional group meetings; and stay abreast of new trends and innovations.



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**Competencies Required:**

**Human Collaboration Skills:** Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

**Reading: Advanced -** Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math: Intermediate -** Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing: Advanced -** Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor's degree from an accredited college or university with major coursework in accounting, business, finance, or a related field.

**Experience:** Five years of full-time responsible business administration, contracting, or accounting experience including two years of administrative and supervisory responsibility.



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**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

**Supervision Received:** Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.

**Physical Demands:** Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never



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Exposure to Communicable Diseases	Never
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**Machines, Tools, Equipment, and Work Aids:**  
 Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: October 2015