

CSC Adopted: May 2012 CSC Revised: November 2014

Class Title: Procurement Specialist

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Responsible for the management, coordination and administration of contracts, supplier negotiation, purchasing, negotiating contract terms and conditions, supplier management and collaboration with the City of Norfolk.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Administers contracts and compliance, purchasing, and the database function.
2	S	Organizes, maintains and electronically tracks all contracts and related documents; leads contract close-out effort; assesses, tracks and identifies key needs for long term contracts including specification, acquisition, maintenance, training, and support requirements; manages contracts to ensure cost, service and quality requirements are met; makes site visits to determine contract compliance; serves as the point of contact and subject matter expert for all contractual matters.
3		Develops strategies for and executes assigned procurement programs to maximize efficiency, cost savings and reduce liability exposure; leverages technology solutions to maximize effectiveness and efficiency of the strategic procurement process; ensures that the database system functions properly to serve the purchasing and its customers
4	S	Recommends modifications to accommodate regulatory, legislative, industry or City changes; seek legal advice when appropriate; updates and maintains documentation on compliance with federal or state grant agreements; attends audit meetings related to the procurement process on federal or state grant agreement.
5	S	Work with suppliers and internal service providers to maintain a professional relationship. serves as a member of various committees
6	S	May supervise staff including developing individual performance objectives, reviewing work products, providing feedback on performance, and ensuring that team members receive the proper training and mentoring.
7	S	Performs related work as assigned.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years' experience in a procurement/contract related field.
Certifications and Other Requirements	Valid driver's license may be required depending on assignment; Certified Purchasing Manager (CPM.) or Certified Public Purchasing Officer (CPPO.), Certified Professional Public Buyer (CPPB) is
Reading	Work requires the ability to read and apply a variety of local, state, and federal laws, regulations, and manuals; and departmental technical specifications and statements of work.
Math	.Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as required by the assignment.
Writing	Work requires the ability to write bids, Requests for Proposals, contracts, agreements, purchase orders, correspondence to the contractors and the public, reports, briefings, City-wide policies and draft ordinances for City Council at a college level.
Managerial	Managerial responsibilities include directing and planning procurements, executing procurement actions resourcefulness and ability to prioritize tasks to meet a variety of acquisition demands and contract planning.
Budget Responsibility	Prepares documents and researches to justify language used in documents for City units which may require recommending budget allocations.
Supervisory / Organizational Control	N/A
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, customer service, meetings with vendors, presentations, filing
Sitting	F	Computer, desk work, meetings
Walking	F	Inter-office, through-out building, to/from other City office buildings, off-site meetings
Lifting	F	Cartons, purchase orders, office equipment, supplies, bids, RFP's, boxes, office furniture
Carrying	F	Office supplies, office equipment, bids, RFP's, boxes or cartons of purchase orders
Pushing/Pulling	O	Files, office furniture
Reaching	F	Office supplies, office equipment, acquisition documentation, records
Handling	F	Cartons, purchase orders, office equipment, office supplies, bids, RFP's, boxes, office furniture, acquisition documentation, records
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	O	Accessing file cabinet
Crouching	O	Accessing file cabinet
Crawling	N	
Bending	F	Accessing file cabinet, office supplies, office equipment, acquisition documentation and reports
Twisting	F	Accessing file cabinet, office supplies, office equipment, acquisition documentation and reports
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, review of bid requisitions, acquisitions, records
Hearing	C	Telephone, co-workers, staff, vendors, other department personnel, meetings, briefings, negotiations
Talking	C	Telephone, co-workers, staff, vendors, other department personnel, meetings, briefings, negotiations
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, copy machine, fax machine, telephone, calculator, voicemail messaging system, general office supplies, network printers, scanner, peripheral equipment, Standard Microsoft Windows and Office software, TPX (mainframe), Advantage Financial System software (AFIN), American Management Systems, Fax Utility, Internet, Visual Basic, mathematical and statistical software, HTE

ENVIRONMENTAL FACTORS:

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N