



Code: 1507

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical and Analytical

Series: Purchasing and Supply

CLASS TITLE: PROCUREMENT SPECIALIST

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is assigned to the Department of Procurement Services responsible for coordinating and enforcing the city's competitive bid procurement process for operating departments, and performs related duties as required

ESSENTIAL DUTIES

- Reviews and clarifies detailed specifications submitted by operating departments to ensure completeness and compliance with the city's procurement standards for the purchase of goods (e.g., commodities, materials, equipment)
- Reviews checklists completed by staff in user departments and completes required portions for the Department of Procurement Services
- Verifies the validity of supplemental documentation and attaches to contract packages for further review and approval
- Advises and provides technical assistance to staff in operating departments on the city's procurement processes and procedures
- Prepares documentation for the advertisement and solicitation of bids from prospective vendors in designated newspapers and periodicals
- Calculates bid tabulations and make recommendations for the selection of the lowest bidder
- Reviews and approves contract modifications and prepares addendums in order to notify prospective bidders of changes
- Schedules and facilitates pre-bid and post-bid conferences, as required
- Maintains copies of contract documentation and forwards for imaging and recordkeeping purposes

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree, plus three years of work experience in the procurement of supplies, equipment or services, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Moderate knowledge of:

- procurement guidelines, practices and policies
- contract administration methods, processes and procedures
- customer service techniques

Some knowledge of:

- *applicable computer software packages and applications (e.g. Excel, Microsoft Suite)
- applicable departmental programs and services

Knowledge of applicable City and departmental policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- TIME MANAGEMENT – Manage one's time or the time of others
- COORDINATION WITH OTHERS- Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE- Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges

- **ANALYTICAL THINKING** – Analyze information and use logic to address work or job issues and problems
 - **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: April, 2013