



Code: 1554

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Purchasing and Supply

CLASS TITLE: ASSISTANT PROCUREMENT OFFICER

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the activities of a contract administration unit responsible for managing the public bidding and contracting processes for the procurement of various goods and services; and performs related duties as required

ESSENTIAL DUTIES

- Assigns and monitors the work of staff responsible for developing and administering solicitations and contract documents for the purchase of goods and services (e.g., commodities, work services, professional services)
- Coordinates and enforces the city's procurement processes for operating departments
- Assists in the development, implementation, and modification of procurement and/or administrative policies, procedures, and programs
- Monitors and oversees awarded contracts and contract modifications and amendments to ensure compliance with procurement policies, guidelines, and regulations
- Establishes and implements management controls to increase the efficiency and effectiveness of procurement and/or administrative activities
- Reviews and approves contract documents (e.g., draft documents, addendums, technical specifications) for accuracy and consistency with requisitions
- Provides technical assistance and recommendations to internal and external staff prior to finalizing contract packages and various documents (e.g., vendor letters, selection letters, bid rejection letters) for approval
- Reviews and responds to sensitive inquiries and complaints from community organizations, public, and private organizations and the general public regarding procurement activities
- Represents the department at various conferences, forums, and meetings
- Functions as a liaison with other local, state, and federal governmental agencies, contractors and/or community and business organizations
- Directs the preparation of various financial, administrative, and operational reports
- Develops goals/objectives/work standards and conducts performance evaluations of staff
- Participates in the preparation and administration of the departmental budget, as required

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 in Business Administration, Public Administration, or a directly related field, plus five (5) years of work experience in the procurement of supplies, equipment or services, of which three (3) years are in a supervisory role related to the responsibilities of the position 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, adding machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Comprehensive knowledge of:

- *procurement guidelines, regulations, and practices
- *contract administration methods, processes, and procedures
- *supervisory methods, practices, and procedures

Moderate knowledge of:

- contract administration and management practices
- city's certification policies and requirements regarding DBE/MBE/WBE programs
- applicable department programs and services
- applicable computer software packages and applications

Knowledge of applicable City and department procedures, rules, regulations, and ordinances

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, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- TIME MANAGEMENT - Manage one's own time or the time of others
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

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

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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
December, 2018