



**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, directs, and oversees a unit handling all aspects of the procurement process within a project framework, ensuring adherence to procurement policies, guidelines and regulations when acquiring various goods and services. Responsible for strategic procurement, project management, contract management, public bidding and negotiation, compliance and risk management, vendor management, financial oversight including budget tracking, cost analysis and cost saving strategies, data analytics and stakeholder management; and performs related duties as required.

### **ESSENTIAL DUTIES**

- Assigns and monitors the work of staff responsible for developing and administering procurement and compliance related functions and duties
- Coordinates and enforces the city's procurement and compliance processes for operating departments
- Assists in the development, implementation, and modification of procurement and compliance administrative policies, procedures, and programs
- Identifies and schedules project deliverables, milestones, and required activities and tasks for senior management
- Monitors and tracks progress, sets deadlines, and manages risk for compliance and procurement projects; ensuring stakeholder satisfaction and evaluating project performance
- Monitors and analyzes statistical reports related to performance metrics for procurement
- 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 compliance 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**

- Nine (9) 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**
- Graduation from an accredited college or university with an Associates degree in Business Administration, Public Administration, or a directly related field, plus seven (7) 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**
- 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**
- Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, or a directly related field, plus four (4) 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

### **Licensure, Certification, or Other Qualifications**

- None

## **WORKING CONDITIONS**

- General office environment

## **EQUIPMENT**

- Standard office equipment (e.g., phone, printer, copier, computers, mobile devices)
- Standard productivity suites (e.g., Microsoft Office Suite, Google Workspace, etc.)

## **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 ENGAGEMENT** - Give full attention to what other people are communicating, 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 INFORMATION** - Understand information and ideas presented
- **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

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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.

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City of Chicago  
Department of Human Resources  
February, 2025; April, 2025