

**CLASS TITLE: Deputy Procurement Officer**

**CHARACTERISTICS OF THE CLASS:** Under direction, assists in directing the purchase, receipt and issuance of widely diversified goods and services for the City of Chicago; and performs related duties as required.

**EXAMPLES OF DUTIES:** Assists in managing and directing a large staff of personnel engaged in purchasing and related office activities; assists in the planning and development of purchasing policies and regulations; analyzes, interprets, executes and enforces laws, regulations and ordinances pertaining to purchasing activities; reviews, appraises and approves policies and regulations pertaining to the conduct of purchasing activities; assists in amending quality and quantity standards; develops and directs the establishment of specifications for purchased products and services; maintains liaison between City departments and agencies, vendors, business establishments and the Purchasing Agent to ensure adherence to regulations, ordinances and standards; coordinates, reviews and evaluates the inspection, testing and modification of City purchase bids; provides basic instruction and training regarding departmental procedures and guidelines to department employees; prepares, edits, composes and reviews the annual report of Purchasing Department activities; serves as secretary for the Board of Standardization; assists in conducting meetings and conferences with members of City departments and agencies to discuss purchasing procedures and guidelines; assists in the review of questions and complaints regarding purchasing activities and initiates and supervises the implementation of corrective measures; ensures the maintenance of accurate records and reports; represents the Purchasing Agent in his or her absence.

**DESIRABLE MINIMUM QUALIFICATIONS:**

**Training and Experience.** Graduation from an accredited college or university with a Bachelor's degree in Business, Public Administration or a related field, supplemented by seven years of progressively responsible experience in large-scale purchasing activities, including three years in a supervisory capacity; or an equivalent combination of training and experience is required.

**Knowledge, Abilities and Skill.** Thorough knowledge of the methods and principles of large-scale governmental purchasing activities. Thorough knowledge of supplies, materials and equipment. Thorough knowledge of current market conditions. Knowledge of accounting methods pertaining to procurement, warehousing and inventory management. Knowledge of laws, rules and regulations governing City purchasing operations.

Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to interpret market prices and trends. Ability to meet and deal effectively with vendors, manufacturers' representatives and the general public. Ability to coordinate purchasing, storing and testing activities.

Considerable skill in the application of purchasing methods and practices. Skill in the interpretation, application and enforcement of laws, rules and regulations governing City purchasing operations.