CLASS TITLE: Assistant Procurement Officer

CHARACTERISTICS OF THE CLASS: Under direction, assists in managing and directing administrative and/or operational activities for the Department of Purchases, Contracts and Supplies; and performs related duties as required.

EXAMPLES OF DUTIES: Assists departmental managers in the development, implementation and modification of administrative and/or procurement policies, procedures and programs; oversees the activities of special programs or a major division of the department; directs subordinate personnel responsible for executing programmatic objectives and policies; participates in the preparation and administration of the departmental budget; monitors and oversees awarded contracts to ensure compliance with procurement policies, guidelines and regulations; oversees the implementation of various management controls to increase the efficiency and effectiveness of purchasing or administrative activities; 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; maintains liaison with other local, state and federal governmental agencies, contractors and/or community and business organizations; directs the preparation of a variety of financial, administrative and operational reports.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Public Administration, Business Administration or a related field supplemented by five years of progressively responsible experience in the development and administration of procurement operations including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Comprehensive knowledge of business or public administration and management principles and practices. Comprehensive knowledge of the procurement methods used by the City. Comprehensive knowledge of departmental rules and regulations.

Ability to plan, assign and supervise the work of subordinate personnel. Ability to analyze and evaluate major programs and policies. Ability to deal effectively with a variety of individuals on all levels.

Comprehensive skill in managing and coordinating administrative or procurement programs and activities. Comprehensive skill in policy development and administration. Excellent oral and written communication skills.

October, 1991