




**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Procurement Specialist	DEPARTMENT: Finance	
RANGE:	DIVISION:	
EFFECTIVE DATE: May 2019	REVISION DATE:	
NON-EXEMPT		
APPROVALS		
 Department Head	 Human Resources Director	 City Manager

PURPOSE OF POSITION:

This position manages purchasing actions across the City. Responsible for maintaining and ensuring adherence to procurement policies, conducting reporting and costs analyses, and negotiating with vendors and suppliers. This position reports directly to the Finance Director.

ESSENTIAL JOB FUNCTIONS:

- Recommend updates to purchasing procedures; assist in the development of a procurement policy manual that clearly defines authority, responsibility and establishes guidelines.
- Ensure adherence to procurement policies across the City.
- Evaluate and continuously improve process and procedures related to procurement across the City.
- Manage bid process.
- Coordinate with City Attorney's office the content, review and approval of purchasing contracts.
- Manage purchasing for all departments through coordination with department designated purchasing agents.
- Train and coordinate certification of purchasing agents throughout the City.
- Research and evaluate potential vendors and suppliers.
- Negotiate contracts for appropriate pricing and supply.
- Review quality of purchased products to ensure contract compliance.
- Prepare reports on purchases, including costs analyses.
- Oversee the declaration and disposal of surplus items.
- Perform other duties as assigned.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

- Bachelor's degree; degree in business or finance is preferred.
- Minimum of three years' involvement in state or local government purchasing.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- Valid driver's license. Must obtain Oklahoma driver's license within thirty days of hire.
- Certified Procurement Official. Must obtain within one year of hire.

SKILLS, KNOWLEDGE & ABILITIES REQUIRED:

- Ability to work independently in the absence of supervision.
- Project management, including the ability to coordinate, manage, prioritize and perform a number of tasks concurrently, ensuring that anticipated results and outcomes are met.
- Knowledge and understanding of purchasing processes, policy, and systems.
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel).
- Ability to communicate clearly and concisely in verbal and written form.

PHYSICAL/MENTAL REQUIREMENTS:

- Dexterity to operate keyboard as well as other office equipment necessary in order to accurately perform the essential functions of the position.
- Near visual acuity in posting figures, in transferring information from one source to another; data entry operations, etc.
- Mental acuity for attention to detail and accuracy.
- Position may require periods of prolonged sitting.

ENVIRONMENTAL & SAFETY CONCERNS:

- General office safety procedures are to be followed.

JOB LOCATION:

- Work will be performed indoors in the Municipal Building and at various meeting locations around the City.

Employee Signature: _____

Date: _____