

Job Class Code: 1196	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and assist the Procurement Administrator/Chief Procurement Officer with management of the Procurement Division. The class is responsible for staff supervision, training, policy and procedures, special projects, and reporting. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Assists the Procurement Administrator in managing the operations and direction for the division within the context of strategic goals and objectives.
- Serves as the Acting Procurement Administrator in the absence of the Procurement Administrator.
- Provides leadership and supervision to staff including establishing staffing standards, managing recruitments, assigning and evaluating work, and performance management (coaching, counseling, and recommending disciplinary action, when needed).
- Represents the Procurement Division and the City of Chesapeake at regional events and meetings.
- Assists in the analysis and resolution of procurement issues and individual customer concerns.
- Assists the Procurement Administrator in formulating and coordinating plans for enhanced use of technology in delivery of services. Collaborates with the Department of Information Technology on same.
- Responds to questions and concerns from employees and customers regarding procurement policies and procedures; researches, develops, and revises policies and procedures for area of responsibility.
- Works closely with the Finance Department on various City initiatives.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance procurement operations processes
- Oversees administrative matters such as developing and monitoring the departmental budget, conducting special studies, drafting correspondence, preparing routine or special reports, and other administrative duties
- Serves as the lead for select complex and high-profile solicitations.
- Administers programs/initiatives as assigned by the Procurement Administrator. Examples include small, women-owned, and minority-owned business programs and outreach; customer care initiatives such as coordination of a city-wide user focus group, outreach to local colleges to support recruitment, coaching, mentoring and performance management activities and continuous improvement efforts
- Provides guidance to Procurement Administrator and City executives on strategies for problem-solving procurement issues.
- Gathers and maintains information to support periodic and special reports as directed by supervisor.
- Attends or conducts staff and other professional meetings to exchange information; conducts training sessions periodically.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
Interpersonal/People	Negotiates and exchanges ideas, information, and opinions with others to formulate

Involvement	policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs supervisory work involving policy and guidelines, solving both people and work related problems.
Mathematical Requirements	Uses basic algebra involving variables and formulas, computes discounts and interest rates, and/or computes ratios, rates, and percents.
Language Requirements	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops and presents training.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of an administrative or legal nature and formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree from an accredited college or university in business administration, public administration, or other closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of five years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards. Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) preferred.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.