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| Job Class Code: 1195 | FLSA Status: Exempt |
| Pay Basis: Salary (Annual) | EEO Category: 1 |

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to plan and oversee procurement operations and activities for the City. The class is responsible for planning and directing the negotiation, award and administration of all purchase orders, contracts and agreements. 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 | |
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| <ul style="list-style-type: none"> • Plans and directs purchasing activities related to the procurement of goods and services for the City. • Reviews requisitions, purchase orders, specifications, and agreements for compliance with purchasing guidelines, policies and procedures. • Consults with City Manager, department heads and legal counsel regarding purchasing activities and procurement policies and procedures. • Consults with vendor representatives in order to assess capacity and ability to provide required goods and services. • Represents the City before municipal, civic, and other groups and individuals regarding purchasing activities. • Approves final purchase orders and contracts for signature of City Manager. • Analyzes, develops, revises, and implements procurement policies and procedures in compliance with current laws or practices, such as developing checklist for new contracts, detailing procedures for small purchases and requests for purchase. • Provides and directs administrative support for subordinates related to personnel issues involving classification, pay, reviews work performance, discipline, and training. • Performs related procurement activities such as needs assessments and preparation of budget. • Performs other related duties as assigned. | |

| GENERAL STANDARDS | |
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| 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 Involvement | Works with others to achieve goals through verbal and written communication, coaching and instruction. Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions. |
| Reasoning Requirements | Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization. |
| Mathematical Requirements | Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements. |
| Language Requirements | Reads technical journals, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of purchasing subjects; and writes complex articles and reports. |
| Mental Requirements | Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; and requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure. |
| Decisions/Supervisory Control | Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices. |

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

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| Vocational/Educational Requirement | Requires any combination of education and experience equivalent to a bachelor's degree in purchasing, business administration, or 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 | Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM) preferred. Requires a valid driver's license and driving record in compliance with City Driving Standards. |
| 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.

Revised 09/18/2020