

Job Class Code: 1175	FLSA Status: Non-exempt
Pay Basis: Salary (Annual)	EEO Category: 5

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to procure goods and services for the City. The class is responsible for assisting city personnel, preparing bid documents, soliciting proposals and bids, coordinating with bidders, and placing orders. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Reviews departmental requisitions and assists City personnel with the procurement of goods and services by expediting the procurement process and ensuring compliance with related codes. • Drafts specifications for commodities and prepares and revises bid solicitation documents for competitive sealed bids and negotiations. • Solicits proposals and/or bids for various city departments for the procurement of construction services, professional services, non-professional services, equipment, goods and other services. • Coordinates with bidders to research availability of goods and services, determine awards, provide assistance with procedures, and respond to questions and concerns. • Places purchase orders for supplies, materials, and equipment through competitive bidding. • Organizes and directs pre-bid conferences and proposal evaluation committees and presents findings to management. • Prepares documentation such as reports and correspondence to communicate information and maintain vendor relations. • Performs related tasks as necessary such as directing purchasing staff and assisting with the development of policies and procedures. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	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 professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of administrative or legal methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
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 in purchasing, marketing, business management, or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
Special Certifications and Licenses	None. CPPO, CPM, or CPPB certification desired. 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