City of Santa Fe, New Mexico
P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810
www.santafenm.gov

Recruitment Announcement # 2019-FN11

POSITION TITLE	**Assistant Procurement Officer**	**SALARY RANGE:**	**$19.486 - 35.228 (K)**
DEPARTMENT	**Finance**	**FLSA/UNION STATUS:**	**Non Exempt/Nonunion**
PERIOD TO APPLY:	**7/5/2019-7/31/2019**	**POSITION STATUS:**	**Classified/Full-Time**
		LOCATION:	**Finance**

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GENERAL DESCRIPTION

The Assistant Procurement Officer works under the general direction of the Department Director to which assigned but is subject to the administrative oversight of the Purchasing Officer for adherence to City procurement policies and protocols to procure goods and services for the assigned department through the use of Contracts, Requests for Proposals, Invitations for Bids, and Requests for Quotes through the use of an automated purchasing system.

SUPERVISION RECEIVED

Works under the general direction of the assigned Department Director subject to the administrative oversight of the Procurement Officer.

SUPERVISION EXERCISED

None.

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Prepares Requests for Proposals, Invitations for Bids, Requests for Quotes and other solicitation documents.

Conducts pre-bid conferences, bid openings, contract negotiations and post award meetings with Contractors and City staff; drafts professional service contracts, statements of work and contract specifications for department personnel; analyzes quotes, contracts, bids and proposals.

Prepares contract award documents and tracks contract execution and obligation and de-obligation of funds; prepares caption headings, memos and relevant documentation for purchases requiring City Council approval.

Maintains solicitation and contract files; develops procurement procedures, trains and advises employees in the procurement of goods and services.

Performs lead duties in overseeing the work of staff conducting procurement; performs solicitation documentation review and contract documentation review; identifies City requirements and coordinates departmental purchases.

Reviews and prepares purchase requisitions for the purchase of services, supplies, materials, and other commodities; analyzes purchase requisitions to ensure compliance with procurement code and local policies and procedures; identifies procurement code violations on purchases and prepares recommendations for Procurement Officer.

Communicates with vendors on quotes, invoices, and other items relevant to purchasing; obtains quotes for purchases, compiles vendor information on goods and/or services available for purchase.

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE

Associates Degree in Accounting, Finance or related field; plus two (2) years of purchasing and/or procurement experience preparing various solicitations for bids and/or proposals. Related experience may be substituted at a rate of 30 semester hours equals one (1) year experience.

ADDITIONAL REQUIREMENTS

- Must possess certification as a Chief Procurement Officer issued by the State of New Mexico.
- Experience in municipality, county or government organization is preferred.
- Proficient in Microsoft Office, especially Excel, Word, PowerPoint, Outlook, Access
- Proficient in software, including Tyler Munis, Immix Technology, and report writer software.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of various purchasing processes and procedures; principles common to effective and efficient procurement activities; cost analysis procedures; market pricing and cost control methods; personal computer operation and applicable software utilized in data base management activities; state purchasing regulations. interpersonal communication techniques; general office maintenance and practices; computer accounting applications and various software financial programs (MS Word, Excel, Power Point); business and technical writing; operation of standard office equipment; interpersonal communication skills and telephone etiquette; public relations. Working knowledge of principles of management, supervision and employee motivation.

Skill in the art of diplomacy and cooperative problem solving; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, staff, and city residents; the operation of Computer, calculator, copy machine, telephone.

Ability to produce or compose formal documents, reports and records; exercise initiative and independent judgment and to react resourcefully under varying conditions; communicate effectively verbally and in writing; establish and maintain effective working relationships with administrators, vendors, co-workers and the general public; communicate effectively verbally and in writing; work under pressure of strict timelines; prepare and deliver written presentations; deal effectively with controversial issues.

SPECIAL QUALIFICATIONS

Must be bondable

Physical Demands/Work Environment

Work is performed in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic travel may be required. Some irregular working hours may be necessary due to deadlines and scheduled meetings.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov**; or apply online at** www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. ***Incomplete applications may delay or exclude consideration of your application***