PROCUREMENT CONTRACTS COORDINATOR

DEFINITION
Under general supervision procures materials, supplies, equipment and services at lowest and best cost for the City, and assist in the development of provide technical, analytical and statistical evaluations to develop City purchasing guidelines and procedures.

ESSENTIAL FUNCTIONS
This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS:
- Responsible for the City’s procurement selection process of materials, supplies, equipment, and services at lowest and best cost;
- Assist in the implementation and enforcement of City and departmental policies and procedures;
- Gather, evaluate, and maintain vendor qualifications and information, and creating proposal/bid files;
- Prepare and present oral and written reports on purchasing and other division related activities;
- Provide technical and administrative guidance in developing request for proposal (RFP) specifications and interpreting policies and procedures with new and current agreements;
- Conduct vendor workshops to increase participation in City request for services bidding process within the community;
- Review and evaluate vendor responses and make recommendations for services and/or products;
- Prepare routine solicitation documents such as RFPs, Bids, quotes, etc.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
- Knowledgeable of commercial or public buying methods and techniques, strategic planning techniques, file keeping and records management techniques and of inventory control principles
- Skilled in researching and comparing cost versus quality analysis, establishing the bid process according to City ordinances and standards, following and providing oral and in preparing business reports, letters, plans, agreements and memorandums, working with multiple and conflicting deadlines to complete projects, and in establishing and maintaining productive working relationships with both internal and external customers;
- Ability to effectively communicate verbally and in writing in English with all levels of staff
- Proficient in the use of personal computer hardware equipment and software applications such as Windows, Microsoft Office Suite and other industry related systems needed to perform essential job functions.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:
Work is performed in an office environment. Work may require occasional standing, walking, bending and lifting up to 20 pounds.

QUALIFICATIONS:
Bachelor’s Degree from an accredited college or university with coursework in Procurement, Accounting, and Marketing or closely related field, AND two (2) years progressively responsible experience in Purchasing or Procurement including OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.