

*Code: 1236*

*Title: COMMODITY/CONTRACTS OFFICER*

**SUMMARY:** Manages various commodities, services, acquisitions and contracts by identifying and implementing high value-added solutions in the sourcing, strategic purchasing and procurement in a centralized procurement setting. Supervision is exercised over professional and support staff and it differs from the Buyer-series and other contract-related classifications by its focus on strategic sourcing and purchasing of commodities and services.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, organizes and coordinates development of sourcing strategies for high value requirements;  
Identifies opportunities and evaluates and implements improvements in strategic sourcing;  
Manages cross-functional teams and processes of facilitate expeditious and cost effective procurement of materials and services;  
Provides direction and leadership to procurement professionals and internal customers in the area of strategic sourcing;  
Defines and establishes long term objectives for the management of commodities and services;  
Prepares complex solicitations for strategic commodities and design and construction projects;  
Assists engineers, architects, program managers and other professional staff in establishing technical specifications;  
Resolves disputes between contractors, vendors, suppliers and various county departments;  
Manages assigned commodities, services, construction and A&E activities;  
Maintains appropriate security and confidentiality of information created or encountered in the course of assigned duties;  
Evaluates procurement methods and develops procurement practices that are the most advantageous concerning price, conformity to specifications and other factors;  
Monitors and evaluates commodity, service and contract management program performance and effectiveness;  
Identifies acquisition problems and problem areas and develops and implements innovative solutions;  
Researches and analyzes data to determine cost effective commodity, service and contract management strategies;  
Compiles and analyzes market data and conducts economic analysis of historical buying trends to identify strategic commodities;  
Develops metrics and measures performance and improvements in sourcing;  
Recommends county procurement procedures and practices that will ensure compliance with the county procurement code and Board of Supervisors Policies;  
Coordinates investigations and reports development for vendor protests;  
Negotiates contract terms and pricing for strategic commodities, services and design/construction contracts;

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of public procurement;
- principles and practices of contract management and administration;
- applications of computer-based resources;
- federal, state, county and local laws, rules, regulations and policies relative to public procurement;
- cost/price methodologies including life cycle costing and supply chain management;

- principles and practices for developing technical specifications in concert with other professional staff;
- principles and practices for the development and implementation of performance measurements.

Skill in:

- compiling, analyzing and evaluating complex data and usage reports;
- interpreting and applying applicable laws, rules, regulations and policies;
- communicating effectively, both orally and in writing;
- contract development, negotiation and problem resolution;
- managing and administering a variety of commodities, services and contracts;
- managing, administering and participating in cross-functional teams;
- developing, implementing and evaluating performance measures for assigned activities;
- supervising, evaluating and training of assigned staff;
- interacting and working directly with senior county management and staffs.

MINIMUM QUALIFICATIONS:

EITHER:

(1) A Bachelor's degree from an accredited college or university with a major in public administration, business administration, purchasing, materials management, engineering, architecture or a related field as defined by the appointing authority and six years of professional procurement experience which included either the writing or administration of contracts, or commodity management, plus one year of supervisory experience. (Supervisory experience may be concurrent with other required experience) Additional relevant experience and/or education from an accredited college or university may be substituted.

OR:

(2) Four years with Pima County as a Principal Buyer.

OR:

(3) Current certification as a Certified Public Procurement Officer, Certified Purchasing Manager, Certified Production and Inventory Manager or Certified Fellow in Production Management from an accrediting agency such as the National Institute of Governmental Purchasing, National Association of Purchasing Managers, or American Production and Inventory Control Society.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D driver's license at the time of appointment or prior to completion of initial/promotional probation.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.