

Code: 7507

Title: PROCUREMENT DIRECTOR

SUMMARY: This classification directs, plans, organizes and coordinates all programs, functions and activities of the Procurement Department to procure goods and services for County departments and activities and related contracting processes in compliance with relevant codes, procedures, laws, rules and regulations. This is a classification in the unclassified service and is exempt from the Merit System Rules.

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 all programs, functions and activities of the Procurement Department; Directs the development of contracts for the procurement of goods and services, to include preparation of all associated materials, e.g., Request for Proposals, Request for Bids, advertising for contractors, evaluating bids/contractors, negotiation and award of contracts, and post-award contract administration;

Directs the development, implementation and enforcement of purchasing and procurement policies and procedures to conform to relevant laws, rules, regulations, codes, etc.;

Confers with Department Directors, Elected Officials and County agency executives to determine needs for goods and services and relevant procurement actions required;

Directs the preparation and delivery of relevant procurement activity reports to senior County management officials;

Administers and controls the departmental budget;

Establishes long and short range departmental goals and objectives and monitors personnel and program performance;

Directs the creation and maintenance of comprehensive manual and computer-based public records relevant to all procurement-related activities;

Assures staff maintenance of required security and confidentiality of information created or encountered in the course of procurement activities;

Coordinates procurement activities with the County Administrator, Board of Supervisors, County Attorney and County Finance, as required by law, code, rule or regulations;

Monitors procurement staff activities, to include staff training, performance evaluations and related personnel management activities;

Responds to inquiries from County, State and Federal officials/agencies, public media and the public on procurement policies, procedures and activities;

May participate in contract negotiations for complex contracts, to include negotiations for contract modifications or issues of contract non-compliance by contractors.

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of public administration;
- principles and practices for the development, negotiation and administration of contracts for goods and services;
- County, State and Federal laws, ordinances, codes, rules and regulations for the procurement of goods and services and associated contracting processes and contract administration;
- principles and practices of public sector fiscal administration;

- principles and practices of employee administration, per County Merit System Rules, Personnel Policies/Procedures, County Administrative Policies;
- applications of computer-based resources to facilitate procurement department activities.

Skill in:

- planning, organizing and coordinating all programs, functions and activities of the Procurement Department;
- directing the development, negotiation and administration of contracts for goods and services, to include all associated activities;
- developing, implementing, interpreting, applying and enforcing purchasing and procurement policies and procedures per relevant laws, rules, regulations, codes, etc.;
- developing and administering departmental budgets;
- developing and delivering comprehensive reports of procurement activity to senior County administration officials;
- coordinating procurement activities with appropriate County officials, staff and agencies;
- monitoring and evaluating staff and program performance;
- communicating effectively.

DESIRED QUALIFICATIONS: The County Administrator will determine the desired qualifications for this position at the time of recruitment. Typically, this would require at least a Bachelor's or higher degree from an accredited college or university with a major in public or business administration, finance, materiel management, procurement or a related area, and eight years of professional administrative experience in procurement, finance, business or public administration or other relevant experience.

OTHER REQUIREMENTS:

Licenses and Certificates: The ideal candidate for this position will be certified by a public purchasing organization as a Certified Public Purchasing Officer (CPPO), Certified Professional Purchasing Officer (CPPB) or Certified Purchasing Manager (CPM). Some positions may require a valid Arizona Class D Driver's License at the time of appointment.

Special Notice Items: This is a classification in the Unclassified series and is exempt from Pima County Merit System Rules.

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.