

City and Borough Sitka, Alaska

Class Specification

Class Title	Procurement Specialist
Class Code Number	6001
FLSA Designation	Exempt (Finance)
Pay Grade and Range	28
Effective Date	May 2022

General Statement of Duties

Under the direction of the Compliance Officer, the Procurement Specialist provides support and guidance to other municipal department to ensure the Municipality's procurement practices are compliant with Municipal, state, federal laws, and regulations. Provides guidance for sourcing and procurement processes including but not limited to leases, RFP, bids, vendor management, contracts, and selection.

Collaboratively negotiates with vendors and suppliers to develop and maintain compliant cost-effective procurement practices for all departments.

Distinguishing Features of the Class

The Procurement Specialist performs duties with minimal supervision, exercises independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with various CBS departments and Municipal employees, Federal and State agencies, contractors, leasing agents, vendors and suppliers, and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Support procurement/purchasing activities for municipal departments that do not have a dedicated purchaser.
- Provides research, coordination, and evaluation of procurement opportunities that benefit the entire organization.
- Supports leasing, contracting, and procurement policies and procedures in accordance with the Sitka General Code (SGC). Communicates these policies with Departments to ensure compliance and mission success. Provides training to managers and employees in the organization.

- Maintains a comprehensive list of municipal leases and contracts for both leases of municipal property to others as well as for the property and equipment that the municipality leases from others.
- Ensures updated lease contracts are maintained and accessible and informs Compliance Officer when renewals or other compliance issues arise.
- Maintains a comprehensive list of municipal contracts.
- Understands and utilizes CBS bidding program as needed.
- Understands and utilizes electronic file management systems as needed.
- Reviews procurement strategies, policies, and processes to maintain security of supply and optimum value for goods and services, centralizing purchasing where appropriate.
- Supports all procurement and contracting activities including pre-qualification, tender management, negotiation, and preparation of contracts for departments without dedicated contract staff.
- Weighs in on development of policy and guidelines for delivering cost-effective procurement processes for the CBS.
- Develop key relationships with business stakeholders and strategic supply partners to improve efficiency.
- Identify areas for improvement to continually drive performance and business results.
- Review current processes for procurement and make recommendations where appropriate.
- Provide periodic reporting for management on purchasing, controls, and processes.
- Provides general life cycle oversight for municipal leases. Review and track key dates, milestones, and completeness.
- Basic understanding of supply chain and logistics.
- Provides audit information to management by researching and analyzing data and preparing reports.
- Responds to all stakeholders in a courteous and timely manner.
- Performs other duties as assigned by supervisor or required by the job.

Required Knowledge, Skills, and Abilities

The Procurement Specialist requires extensive knowledge of:

- Extensive knowledge of contract principles, procurement processes and best practices
- Familiarity with legal requirements regarding leasing, contracting, and procurement under federal, state, and local law.

The Procurement Specialist requires the following skills:

- Well-developed critical thinking skills to explore new or innovative contracting approaches to arrive at an equitable contract arrangement that is fair and reasonable and in the best interest of CBS.
- Strong analytical skills and ability to accurately interpret complex documents and policies
- Excellent organizational skills and attention to detail.
- Excellent administrative skills.
- Excellent written and communication skills.
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The Procurement Specialist requires the following abilities:

- Ability to collaborate with a variety of individuals and be open to suggestions from team members
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to prepare and present accurate and reliable written or data reports containing findings and recommendations.
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under

the pressure of time-sensitive deadlines.

- Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Engages in clear, respectful, and culturally appropriate communications

Acceptable Experience and Training

- Graduation from an accredited college or university with a bachelor's degree or equivalent in Business Administration, Accounting or Finance; and
- 3 or more years prior experience in compliance roles, municipal contracting, and/or lease management; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.
- Certification preferred, one or more of the following: SPSM, APICS, CPP, CPPM

Required Special Qualifications

- Ability to travel, as required and appropriate.
- Possession of a driver's license issued by the State of Alaska.

Essential Physical Abilities

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate well with other employees and the public.
- Sufficient vision or other powers of observation, which permits the employee to use a computer screen and process numeric data.
- Sufficient manual dexterity, which permits the employee to operate a computer keyboard and access files.
- Sufficient personal mobility and physical reflexes, which permits the employee to move about in an office environment.
- Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer and keyboard.