

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SENIOR PROCUREMENT SPECIALIST

NOTE: Formerly SENIOR BUYER

DEFINITION:

Under direction, to perform the more difficult purchasing of a wide variety of supplies, materials, and equipment for use by operating departments; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Plans and performs high-level work in purchasing a variety of commodities and services for use by City departments;
- Personally directs or participates in the more difficult purchasing activities;
- Reviews purchase requisitions;
- Interviews sales personnel and negotiates with vendors;
- Obtains quotations and prepares bids and specifications for major purchases and contracts;
- Assists customer departments in developing specifications for Requests for Proposals (RFP's), contracts or other processes to procure professional services, equipment or other commodities;
- Conducts Public Bid Openings;
- Directs and coordinates procurement projects involving multiple departments or multiple agencies outside of the City;
- Conducts training classes for customer departments in Purchasing policies and procedures;
- Confers with central staff and departmental personnel regarding material and equipment requirements;
- Analyzes bids and makes recommendations for contract awards;
- Prepares reports and correspondence;
- May lead or supervise the work of subordinate purchasing staff.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

College graduation with a Bachelor's degree or equivalent education (i.e., minimum of 120 semester/180 quarter completed units); **OR** completion of 60 semester/90 quarter college units, **AND** two years of subprofessional purchasing experience which includes duties such as requisition review, soliciting quotations, price comparison/trend analysis, and issuing of less complex purchase orders for materials equipment and supplies; **AND** two years of experience in purchasing a wide variety of governmental or industrial supplies. Professional purchasing experience must include all of the following: developing and preparing bid specifications, obtaining formal bids, evaluating bids, preparing contracts for material purchases and services, and award of contracts for complex purchases of materials, equipment and supplies. Additional professional experience as described above may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.