

CLASS SPECIFICATION

SAN DIEGO CITY SERVICE COMMISSION

ASSISTANT PROCUREMENT CONTRACTING OFFICER - 1741

DEFINITION:

Under general supervision, to perform procurement and contracting of goods and services for use by operating departments of limited scope and average difficulty; to assist with contracts; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is the sub-journey class within the Procurement Contracting Officer series and is distinguished from the next higher class, Associate Procurement Contracting Officer, in that incumbents at the sub-journey level typically exercise less independent judgment on matters related to work procedures and methods.

*** EXAMPLES OF DUTIES:**

- Prepares and reviews requisitions, solicits quotations and bids, and prepares and conducts cost analysis for an assigned group of commodities;
- Administers contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Assists with preparation of proposed specifications for formal or informal solicitations of average difficulty;
- Assists with the preparation of information and documentation for bid award protest hearings;
- Advises user departments on appropriate procurement methods, alternate products, and/or recommends substitutes;
- Analyzes bid responses, including all licensure, debarment, insurance and bonding documents submitted;
- Completes procurement transactions in the City's procurement software module;
- Negotiates with vendors on behalf of client departments;
- Processes solicitation documents and related correspondence;
- Keeps records and makes reports in accordance to the City's standards and guidelines;
- Other projects and duties as assigned.

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.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** one year of full-time professional experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. Additional qualifying experience may be substituted for education lacked on a year-for-year basis. Possession of a valid California Class C Driver's License may be required.

- * **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.