

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### ASSOCIATE PROCUREMENT CONTRACTING OFFICER - 1742

##### DEFINITION:

Under general supervision, to perform difficult procurement and contracting of goods and services for use by operating departments; to administer contracts; and to perform related work.

##### DISTINGUISHING CHARACTERISTICS:

This is the fully experienced or journey-level class in the Procurement Contracting Officer series. Employees in this class are expected to perform the full range of duties with only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the procurement and contracting procedures and policies of the Purchasing and Contracting Department. Positions classified at this level may be underfilled with Procurement Contracting Trainee and Assistant Procurement Contracting Officer in accordance with the City's Career Advancement Program.

##### \* 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 contract management to ensure compliance of contractual requirements;
- Assists with preparation of proposed specifications for formal or informal solicitations;
- 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;
- Assists in conducting public bid openings;
- Completes procurement transactions in the City's procurement software module;
- Evaluates vendor performance and takes appropriate corrective action as required;
- 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** two years 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.