

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SENIOR PROCUREMENT CONTRACTING OFFICER - 1743**

**DEFINITION:**

Under direction, to perform the more difficult and responsible procurement and contracting of goods and services for use by operating departments; to administer and manage contracts; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This is the super-journey class within the Procurement Contracting Officer series and is distinguished from the journey-level class, Associate Procurement Contracting Officer, in that Senior Procurement Contracting Officer perform the more difficult and complex procurement and contracting work.

**\* EXAMPLES OF DUTIES:**

- Plans and performs high-level work in purchasing and contracting of a variety of commodities and services for use by City departments;
- Performs procurement planning, solicitation, and evaluation of proposals using the City's procurement processing systems;
- Prepares requisitions, quotations, and cost analysis for an assigned group of commodities;
- Administers contracts and performs tasks associated with contract management to ensure compliance of contractual requirements;
- Participates in contract negotiation terms and conditions;
- Negotiates with vendors on behalf of client departments;
- Represents the City during business reviews with contractors, vendors, and suppliers;
- Obtains quotations, bids, and specifications for major purchases and contracts;
- Assists and guides customer departments through the solicitation process;
- Conducts public bid openings;
- Conducts training classes for customer departments in purchasing and contracting policies and procedures;
- Recommends contract awards based on the formal or informal solicitation process;
- Keeps records and makes reports in accordance to the City's standards and guidelines;
- Processes solicitation related correspondence and related reports;
- May be required to perform the functions of the lower class levels of this series;
- May lead or supervise subordinate staff;
- 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** three 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. A minimum of one year of qualifying experience must have been performed at a government agency (e.g., federal, state, county, and/or city). 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.