

## **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 Officers perform the more difficult and complex procurement and contracting work.

##### **\* EXAMPLES OF DUTIES:**

- Plans and performs high-level work in the 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 with City standards and guidelines;
- Processes solicitation related correspondence and reports;
- May perform functions of the lower-level classes in the series;
- May lead or supervise subordinate staff;
- Performs other projects and duties as assigned.

\* **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.

**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 Description or updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter), **AND** three years of full-time professional-level experience in purchasing and/or contracting a wide variety of governmental, industrial, and/or business equipment, materials, and/or services. Possession of a valid California Class C Driver's License.