

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**SUPERVISING PROCUREMENT CONTRACTING OFFICER - 1744**

**DEFINITION:**

Under direction, to supervise a professional staff in the procurement and contracting of goods and services; to be responsible for the purchasing and contracting operations of the City's Purchasing and Contracting Department; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Plans, assigns, supervises, and participates in the work of subordinate staff in the procurement and contracting of a variety of commodities and services for use by City departments;
- Reviews and approves complex requisitions, quotations, and cost analysis for an assigned group of commodities;
- Oversees and administers contracts and performs contract management to ensure compliance of contractual requirements;
- Manages the procurement planning, solicitation, and evaluation of proposals using the City's procurement processing systems;
- Negotiates contract terms and conditions;
- Conducts and reads public bid openings;
- Reviews bid recommendations of subordinates;
- Leads a negotiation team comprised of legal and technical participants;
- Confers with and may make presentations to department management, City Council, or Council Committees regarding purchasing and contracting issues;
- Reviews and revises various City-wide purchasing and contracting policies, procedures, documents, and forms;
- Represents the City in business reviews with contractors, vendors, and suppliers;
- Evaluates vendor performance and works to remediate issues as required;
- Selects, trains, and evaluates the work of subordinates;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

\* **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.

A Bachelor's Degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** four 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. One year of the qualifying experience must have been as a supervisor of procurement or contracting professionals, as lead on procurement or contracting projects, or at a level equivalent to an Associate Procurement Contracting Officer with the City of San Diego. A minimum of two years of qualifying experience must have been performed at a government agency (e.g., federal, state, county, and/or city).