



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 367.3

Job Title: **SENIOR PROCUREMENT SPECIALIST**

Pay Grade: 27

### **GENERAL SUMMARY:**

Plans and directs the procurement of complex, high-tech and capital equipment, materials and services on a competitive basis and oversees the creation of contract specifications and standards for the City or a large City department characterized by industrial and/or high-tech operations and/or facilities.

### **RESPONSIBILITIES:**

- Develops, interprets, reviews and recommends new or improved City and/or departmental procurement policies and procedures to ensure economy and efficiency of operation.
- Researches, writes, evaluates and approves complex bid proposals, contracts and specifications for the purchasing of complex, high-tech and capital equipment, materials and services.
- Assigns work, trains and provides guidance to buyers and support staff. Typically supervises and evaluates buyers and support staff.
- Confers with City engineering, operations, maintenance and other technical personnel to develop detailed and technical specifications. Researches and recommends type and quality of materials, supplies and equipment.
- Establishes priorities and standards for procurement projects and contracts. Conducts pre-bid meetings and explains and interprets specifications and standards to vendors and department and City officials.
- Ensures bid invitations are distributed and bid opening dates are advertised. Interprets, evaluates and reviews bids, contracts and proposals for content and conformance to specifications and for Minority/Women's Business Enterprise (M/WBE) capabilities.
- Makes oral and written presentations on recommendations for purchases requiring upper management and/or Council approval. Prepares financial and administrative reports for upper management.
- Researches vendors and evaluates their ability to provide and the availability of quality materials, equipment and services. Arranges for and administers tests of materials and equipment to ensure they meet specifications and standards.
- Researches and keeps updated on industry standards, types, features and quality of products, suppliers and other information by reviewing catalogs, technical and industrial publications and other sources.
- Interfaces with vendors to achieve conflict resolution. Investigates claims where vendors fail to provide services or materials as specified and recommends action (i.e., penalty).
- Participates in long-range purchase planning and needs analysis to simplify and standardize service and commodity types and reduce costs.

## **SPECIFICATIONS:**

### **KNOWLEDGE:**

Requires a Bachelor's degree in Business Administration, Materials Management, Engineering, Purchasing, or a field closely related to the work being performed.

### **EXPERIENCE:**

Six years of progressively responsible professional experience in purchasing technical materials, equipment and/or services or performing cost benefit and/or specification analyses are required.

Professional purchasing experience may substitute for the above education requirement on a year-for-year basis.

### **COMPLEXITY:**

Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

### **IMPACT OF ACTIONS:**

Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Typically involves scheduling, supervision and evaluation of work as a "first-line supervisor"; recommends personnel actions such as hiring, terminations, and pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher level problem resolution.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

Assistant Buyer

Buyer

Senior Buyer

Procurement Specialist

Senior Procurement Specialist

Purchasing Manager

*Effective: October 1990*

*Revised: August 2004*