



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 363.3

Job Title: **PROCUREMENT SPECIALIST**

Pay Grade: 24

GENERAL SUMMARY:

Procures complex and highly technical materials, equipment and services on a competitive basis and creates contract specifications and standards for the City or a large City department characterized by industrial and/or high-tech operations and/or facilities.

RESPONSIBILITIES:

- Researches, writes, reviews and evaluates purchase orders, contracts and bid specifications for complex and highly technical materials, equipment and services ensuring completeness, accuracy and compliance with City and departmental policies and procedures.
- Assigns work, trains and provides guidance to buyers and support staff. Typically supervises and evaluates buyers and support staff.
- Confers with department's engineering, operations, maintenance and other technical personnel to develop detailed and technical specifications. Researches and recommends type and quality of materials, supplies and equipment.
- 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.
- Reviews bids, contracts and proposals for content and conformance to specifications and for Minority/Women's Business Enterprise (M/WBE) capabilities. Compares price quotes.
- 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.
- Selects the most advantageous bid. Ensures delivery is schedules and expedites.
- 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.
- Develops, interprets, assesses and revises departmental procurement policies and procedures to ensure compliance with State laws and City policies.
- Conducts investigations and research to resolve inquiries, complaints and bid protests from the public and vendors.
- 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:

Five 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 somewhat complex and varied, and may require the simple interpretation of technical and detailed guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:

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

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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 requires considerable tact and cooperation involving somewhat sensitive issues or problems.

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