



Title: Contract Officer

FLSA STATUS: Exempt from overtime.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Purchasing Supervisor.
This is a non-supervisory classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Purchasing experience in a municipal or government setting.
- Purchasing experience in Construction and A/E contracting under ARS Title 34.
- Certification as a Certified Professional Public Buyer (CPPB) or Certified Professional Procurement Officer (CPPO) through the Universal Public Procurement Certification Council (UPPCC).
- Valid AZ Drivers License upon hire.

JOB SUMMARY

The purpose of this position is to prepare, solicit, execute, and administer complex contract documents for the procurement of materials, supplies, professional services, engineering services, ARS Title 34 construction and other agreements necessary to support the City's operation. Appropriately utilizes available contract delivery methods; serves as focal point for inquiries; maintains highest ethical standards; administers all facets of contracts, including pre- and post-award phases; ensures compliance with the City's Procurement Code, Procurement Guidelines, Arizona Revised Statutes and Federal guidelines as applicable; performs related duties as assigned.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Leads and administers a fair and competitive procurement process. Prepares solicitations; develops evaluation criteria; establishes procurement timeline; verifies budget; facilitates public informational meetings; conducts evaluation committee meetings and project interviews.
2	Provides contract administration for all assigned contracts. Prepares contract modifications; evaluates contractor performance; monitors contract terms and conditions; ensures timely receipt of deliverables and services under contract; initiates appropriate action to assure compliance with contract requirements.
3	Leads contract negotiations and develops contracts on behalf of the City. Prepares cost analysis; performs market trend analysis; facilitates pre-and post-award meetings to ensure mutual understanding of contractual requirements.
4	Ensures compliance with legal, ethical, technical, regulatory, and contractual requirements. Understands, communicates, trains, and enforces the City's procurement policies and procedures, including City's ethics policy; ensures compliance with the City's contract terms and conditions; ensures adherence to the requirements of ARS Title 34.
5	Provides training and education on the procurement process. Interacts with all levels of City staff, contractor community, other public agencies, and the general public; provides education and training on the City's procurement process; prepares presentations and facilitates public meetings.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.