

# Market Range Detail - Procurement Officer Lead (County)

## Effective Date

April 28, 2014

## Market Range Title Description

### PURPOSE STATEMENT

Positions in this market range title are responsible for performing highly advanced professional procurement services to County departments so that they have the goods and services required in order to provide public services and to provide assistance and active on-going support to the Procurement Supervisor in the mentoring, development, training and oversight of Article 3 Procurement Officers. This responsibility is carried out under the highest ethical standards, utilizing good judgment and in accordance with Arizona State Statutes and Maricopa County Procurement Code.

### PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Prepares and issues formal solicitations including Invitations for Bid, Requests for Proposals (one step and two step), Invitation to Negotiate, and Requests for Qualifications for projects/needs with a high dollar threshold and a high, level of complexity and risk for the County. Provides training to using agencies on procurement best practices.
- Conducts public pre bid/proposal conferences and public solicitation openings and serves as chairperson/facilitator for evaluation meetings and requesting Best and Final Offers;
- Evaluates responses to solicitations based on vendor qualifications, price and conformance requirements; and provides end-user training on best practices.
- Develops and manages contracts for a wide variety of supplies, services, consultants and capital equipment, including analysis, evaluation and approval of contractor change orders, contract amendments, monitors and evaluates contractor performance, contract renewals and addressing vendor/contractor deficiencies, provides end users with contract management related training.
- Serves as a commodity and service specialist and information resource to user departments, other government entities and the public to interpret, explain, and make decisions regarding public procurement law and department policies. Provides training to using agencies on best practices.
- Researches and advises user departments on market trends, new product and service developments and alternative source selection to assist in developing requirements scope of work, or technical specifications. Provides training to using agencies on best practices.
- Delegated Purchase Order authority up to \$250,000.00 by Chief Procurement Officer.
- Supports the Procurement Supervisor in the training, mentoring, development and oversight of the Article 3 Procurement Officers. This includes contributing with the development and monitoring of annual goals, objectives and metrics as well as the development of training objectives for current and new Procurement Officers.
- Leads the development and/or review effort for policies and procedures in conjunction with staff as directed.

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$28.41	\$34.49	\$40.57

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.

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## Likely Minimum Qualifications

- Bachelor's Degree in Public Administration, Finance, Business Administration, or related field; and five (5) years experience in a professional capacity involving the procurement of a wide variety of high dollar and high complexity contracts for materials, equipment, , information technology and professional provider services.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Procurement Officer Lead - County

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