



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Chief Procurement Officer
Status: Exempt

General Statement of Duties:

This is a part time position. This person will require limited supervision and shall be responsible for the proper and efficient administration of the office of chief procurement officer. The chief procurement officer shall be hired solely on the basis of qualifications.

The chief procurement officer shall take an oath or affirmation to support the Constitution of the United States, the Constitution and Laws of New Mexico and to faithfully perform the duties of the office in conformance with NMSA §§ 3-10-2 and 3-13-1.

The chief procurement officer processes purchasing requests for equipment, materials, supplies, capital goods, and services. The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

Typical Functions:

- Process purchase requisitions/orders within purchasing authority
- Invite, assess, and award/recommend supplier tenders, bids, quote, and proposals.
- Establish and negotiate contract terms and conditions, and maintain supplier relationships
- Prepare and maintain purchasing records, reports, and price lists
- Work with all departments to determine procurement needs, quality, and delivery requirements
- Assist in the development of specifications for equipment, materials, and services to be purchased
- Administer contract performance, including delivery, receipt, warranty, damages, and insurance
- Reconcile or resolve value discrepancies.
- Comply with and maintain knowledge of applicable rules, legislation, regulations, standards and best practices
- Address staffing resource needs and supervise purchasing clerks
- Develop and maintain constructive and cooperative working relationships with colleagues and management
- Ensure that correspondence and inquiries received by the City procurement department is handled in a timely manner;
- Maintains a backup of computer records
- Adhere to the highest standards of customer service in dealing with the public and coworkers;
- May be required to assist in the process of the annual financial audit;
- Must have team building skills;
- Other duties as required or assigned.

Minimum Qualifications:

The Procurement Officer shall be certified by the state of New Mexico by a certification program for chief procurement officers that include initial certification and recertification every two years for all chief procurement



officers. In order to be recertified, a chief procurement officer shall pass a recertification examination approved by the secretary of general services.

On and after July 1, 2015, only certified chief procurement officers may do the following:

- (1) make determinations, including determinations regarding exemptions, pursuant to the Procurement Code;
- (2) issue purchase orders and authorize small purchases pursuant to the Procurement Code; and
- (3) approve procurement pursuant to the Procurement Code. NMSA §13-1-95.2 (2013).

The Chief Procurement Officer shall have a business background, either by virtue of education, training, or experience or a combination thereof in education, training and experience in other fields allied to municipal administration. Previous work with a municipality is highly beneficial.

The Chief Procurement Officer shall have immediate knowledge of the NM Open Meetings Act and Inspection of Public Records Act and Freedom of Information Act. A working knowledge of Robert's Rules of Order is of benefit.

A degree in public administration or related field would be a highly beneficial.

Typical Skills:

- Adhere to a strict code of ethics
- Strong interpersonal skills to develop good working relationships at various levels
- Must be able to resolve complaints
- Strong organizational and computer skills
- Must have a working knowledge of state procurement code
- Must be innovative, detailed-oriented, impartial in a highly visible atmosphere
- Must have excellent customer service skills
- Capability of working on several projects or issues simultaneously
- Ability to provide effective supervision and staff management if asked and the ability to manage time and staff effectively and meet deadlines
- Must have the followings skills: good oral expression and comprehension, active listening and learning, reading/written expression and comprehension, judgment and decision making, negotiation, comfort in making decisions
- Must be able to read and understand legal documents, statutory language and laws

Supervision:

Work is performed under the direct supervision of the Finance Officer/Treasurer. Independence of action is stressed in general performance of duties. The Procurement Officer serves at the pleasure of the Finance Officer/Treasurer and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demand of the Job:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-employment Requirements:

Must be able to pass a drug screen and a background check.

Compensation Type:

Hourly based on 20-30-hour week paid every 2 weeks



Exemption Status:

Exempt employee

Salary:

Starting wage is negotiable depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Procurement Officer shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date