



## Job Description

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<b>TITLE:</b> Chief Procurement Officer	<b>JOB CODE:</b> 2275
<b>DEPARTMENT:</b> Central Purchasing	<b>FLSA:</b> Exempt
<b>PREPARED:</b> October 2010	<b>FLSA CLASS:</b> Executive
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under administrative supervision of the Deputy County Manager, the Chief Procurement Officer is responsible for planning, organizing, and managing the purchasing functions for the County in compliance with New Mexico Procurement Code and County Purchasing policies and procedures. Oversees the daily operations including staff supervision; develops and oversees the bid and proposal processes; prepares and issues requests for bid and requests for proposal; interacts with vendors and departments ensuring service and need requirements are being met. This position requires organizational skills, flexibility, collaboration, diligence, and great communication skills to effectively and efficiently provide compliant procurement services.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manage assigned staff; prioritize and assigns tasks and projects; discipline, train and evaluate staff; counsel, coach and instruct employees as required; develop staff skills and conduct performance evaluations.
- Develop and monitor the annual budget; prepare special and recurring reports, proposals and contracts, and disseminate to County staff and external agencies; recommend changes to existing policies and procedures.
- Oversee and coordinate the bid and proposal processes for the purchases of equipment, materials, supplies and services; review, draft and modify all bid and proposal specifications and requirements to ensure clarity, completeness and accuracy and compliance with New Mexico Procurement Code and County policies; ensure that additional requirements, terms and conditions and contractual provisions are included as needed.
- Prepare and issue bid and proposal documents and addendums to vendors and departments within established time frames.
- Prepare and issue proper legal notices of "Invitation to Bid" and "Request for Proposal" in newspapers and other appropriate media; coordinate with Public Relations Manager to post notices on social media and County website.
- Conduct pre-bid/pre-proposal conferences and bid/proposal opening meetings as required; sit on evaluation committees as requested.
- Ensure that bid and proposal submittals are dated, timed, initialed and secured until the opening time; reviews bids and proposal offer to ensure conformity with requirements; determine which bids and proposals are acceptable; prepare tabulation of acceptable bids and proposals.
- Maintain complete, organized and accurate records of bids, proposals and vendors; maintain records of renewable contracts and notifies departments prior to expiration.
- Review protest received from vendors; evaluate protest and determines whether it can be denied or is valid.
- Review, administer, negotiate and extend purchasing contracts; evaluate and monitor contract performance to determine the need for contract amendment or extension and contract compliance.
- Direct, advise and assist departments with purchasing requirements and procedures and in writing specifications; interact with vendors and suppliers as necessary.
- Performs other related duties as assigned.

### Required Knowledge and Skills:

- Knowledge of standard purchasing procedures and practices.

## Job Description

### Chief Procurement Officer

- Knowledge of industry equipment, materials, supplies and services.
- Knowledge of the principles and practices of procurement and contracts.
- Knowledge of federal and state laws and regulations and the County policies related to procurement.
- Knowledge of the principles and practices of management and supervision.
- Knowledge of budget development and administration.
- Skill in preparing compliant bids, specifications and contracts.
- Skill in effectively supervising staff and delegating work and projects.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with employees, vendors and the general public.
- Skill in the use of a personal computer and standard business software, including MS Word, Excel and Access.

### Education and Experience

- Bachelor's degree preferred and three (3) years of procurement management experience; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Must obtain New Mexico Chief Procurement Officer certification and recertification per state statute.
- Public sector purchasing experience preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_