CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxvilleetn.gov

3057  Procurement Specialist  3/21/22
Entry-Level and Promotional

ENTRY-LEVEL SALARY: $45,232 annually
PAY GRADE RANGE: $45,232 - $67,486 annually (Pay Grade 7)

The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit. Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilleetn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, April 4th, 2022.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College transcripts (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilleetn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Bachelor's Degree from a CHEA accredited College or University in Business Administration, Supply Chain/Logistics, Communications, English, Journalism, or related field.
- Two (2) years in a field requiring a high level of written communication skills.

PREFERRED QUALIFICATIONS

Training or education through the National Institute of Government Purchasing (NIGP) resulting in becoming certified as a Certified Professional Public Buyer (CPPB) or a Certified Public Procurement Officer (CPPO)
- Experience in purchasing
- Supervisory experience

EXAMINATION:

Applicants meeting the minimum qualifications will be scheduled for the written test (50% of final score). The written test will include sections on Purchasing, Records, Reports, Working Relations, Communications, Business English, Math, & Computer Program Usage. A Training and Experience Questionnaire will count as 50% of the final score. Applicants must pass both components to be eligible.

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
Class Title: Procurement Specialist  
Working Title: same  
PCN : 
Pay Grade: 7  
Incumbent: vacant  
Created: 7/1/2015  
Updated: 03/16/2022

GENERAL DESCRIPTION
Under general supervision, responsible for purchasing supplies and equipment; maintains adequate inventories; completes reports and maintains records.

ESSENTIAL FUNCTIONS
Researches, reviews and clarifies detailed specifications submitted by operating departments to ensure completeness and compliance with the City's procurement standards, such as commodities, work services, and professional services.

Verifies the validity of supplemental documentation and attaches to contract packages for further review and approval.

Prepares solicitations for complex procurements, working with operating departments to refine specifications and scopes of service to achieve maximum competition and quality responses.

Advises and provides technical assistance to staff in operating departments on the City's procurement policies and procedures, as well as State and Federal procurement laws.

Prepares documentation for the advertisement and solicitation of bids, proposals, and qualifications from prospective vendors in designated newspapers and periodicals and on the City's website.

Evaluates vendor bids, proposals, and qualifications for responsiveness to procurement solicitations.

Calculates bid tabulations and awards to the lowest most responsive-responsible bidder.

Reviews and approves modifications to procurement solicitations and prepares addenda in order to notify prospective offerors of changes.

Schedules and facilitates evaluation committees to review submitted proposals and qualifications in response to RFPs and RFQs and to interview potential vendors.

Maintains copies of procurement documentation and prepares reports.

Prepares and delivers presentations/briefings to both vendors and other City departments as required.

MARGINAL FUNCTIONS
None indicated.

KNOWLEDGE, SKILLS AND ABILITIES
Knowledge of principles and practices of purchasing.

Knowledge of modern office practices, procedures, and equipment.

Knowledge of rules and regulations governing purchasing contracts

Skill in the use of computers, including email, Microsoft Excel, Word, and PowerPoint.

Skill in verbal and written communication.

Skill in business English and arithmetic.

Ability to acquire all necessary information pertinent to the purchase and delivery of materials, equipment, and services.

Ability to keep records and prepare reports

Ability to establish and maintain effective working relationships with the public and other employees.

Ability to clearly communicate information and ideas. This includes the ability to read and write to a high standard and to prepare for and lead meetings and presentations.
PHYSICAL REQUIREMENTS
This position is primarily sedentary in nature, requiring the incumbent to exert up to 10 pounds of force occasionally, and/or a lower amount of force frequently, in order to lift, carry, push, pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MENTAL REQUIREMENTS
This position uses relevant principles and procedures to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. A description of the specific mental requirements associated with this position is maintained on file in the Human Resource office for review upon request.

MINIMUM REQUIREMENTS
Bachelor's Degree from a CHEA accredited College or University in Business Administration, Supply Chain/Logistics, Communications, English, Journalism, or related field.
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PREFERRED QUALIFICATIONS
Experience in purchasing
Supervisory experience
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