

**CLASS SPECIFICATION****08/10/2023****CITY PROCUREMENT OFFICER, 1854****Summary of Duties:**

Make recommendations to the City Council and Mayor regarding standards, policies, processes, and technology pertaining to Citywide procurement and contracting activities and the procurement-related operations of all City departments, offices, board, bureaus, and commissions in accordance with Los Angeles Administrative Code Section 20.8.3; plans, coordinates, evaluates, directs and implements the activities and operations of the Office of Procurement; and does related work.

Class Characteristics:

Under the direction of the City Administrative Officer (CAO), the City Procurement Officer functions as the Citywide expert in procurement and develops and oversees Citywide procurement policy and strategy, subject to the approval of the Mayor and City Council. This class is required to exercise a high level of expert independent judgment in directing the resolution of highly complex procurement problems which may have major impact on City policies and procedures. This class manages the day-to-day activities of the Office of Procurement, including facilitating Citywide procurement training, developing and administering Citywide contracts, and administering the City's procurement-related technology solutions.

Example of Duties:

- Develops, implements, administers, monitors, and updates a comprehensive procurement strategy that incorporates the City's fiduciary duty, social, economic, and environmental policies, and balances these standards into an integrated procurement approach for the City's commodities, construction, and personal services contracts;
- Directs the development, adoption and implementation of strategies and performance management efforts consistent with the city's comprehensive procurement strategy;
- Reports to the Mayor and City Council regarding ongoing contracting activities and Citywide and department-level progress made towards achieving outcomes outlined in the City's comprehensive procurement strategy;
- Conducts special studies, reports, and projects at the request of the CAO, Mayor and/or City Council related to procurement;
- Provides Citywide oversight, expertise, and assistance in drafting solicitations for bids, managing the competitive bidding processes, and negotiating and executing contracts;
- Develops Citywide professional services contracts available for use by other City departments;

- Manages the data and technology associated with procurement and develops, administers, and maintains a unified end-to-end Citywide procurement system; and,
- Regularly evaluates the effectiveness and impact of the City's procurement policies and processes to develop and maintain the practice of procurement excellence.

REQUIREMENTS:

Graduation from an accredited four-year college or university, and five years of full-time paid experience supervising the administration of a program that oversees an organization-wide function and staff who research and recommend policies, review and improve processes, develop system improvements, and provide organization-wide training.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.