



CITY OF PORTLAND
invites applications for the position of:

Senior Procurement Specialist

SALARY: \$26.91 - \$34.12 Hourly

OPENING DATE: 10/10/11

CLOSING DATE: 10/21/11 04:30 PM

THE POSITION:

The Sr. Procurement Specialist in the Procurement Services Technology Contracting Group is responsible for administering the City's solicitation processes for formal and informal technology acquisition projects and for coordinating the development of the resulting contracts. The incumbent ensures that the procurement processes for the City's technology acquisitions are responsible, effective, legal, and defensible, that bids and request for proposals are prepared properly, and the entire solicitation process managed effectively. The incumbent will work with bureau staff, management, and appointed and elected officials in the development of procurement solicitations, the negotiation and finalization of contracts, and the presentation and defense of information to public officials. The incumbent will also work with a variety of people, both internal to the City as well as vendors and the public in order to resolve problems, conflicts, and protests arising during the solicitation process, and in negotiating the terms of resulting contracts. The critical duties of the Sr. Procurement Specialist include: insuring that costs, pricing strategies and rating/evaluation criteria are fiscally sound and in accord with State and City procurement rules and policies, and ensuring solicitations are designed to attract diverse responses that are fair and equitable, informing and advising Bureau staff, project managers, and vendors regarding the legal requirements for compliance with various governmental regulations, which includes but are not limited to State and Federal statutes, City Code, and applicable City Programs. In addition, this position participates in efforts to enhance and improve the management of processes and the effective use of available technologies. *Knowledge / understanding of technology procurements is highly desirable, although it is not required.*

TO QUALIFY:

Applicants must specifically address and demonstrate in their cover letter and resume how their education, training and / or experience meet each of the following qualifications:

1. Please provide an example which demonstrates your knowledge of contracting and public decision making processes;
2. Please provide an example which demonstrates your skill in: interacting with officials, vendors and the public; procuring high value goods, products and services; presenting and defending information to public officials;
3. Please provide an example which demonstrates your skill in the use of appropriate business software: Microsoft Excel, Access, Word, Outlook, and Adobe Acrobat;
4. Please provide an example which demonstrates your ability to prepare clear, concise and comprehensive solicitations, reports, correspondence and other documents appropriate to the audience;
5. Please provide an example which demonstrates your ability to ensure the maintenance of all required files, records and documentation; *and*

6. Please provide an example which demonstrates your ability to provide leadership and delegate work to designated clerical staff.

THE RECRUITMENT PROCESS:

An evaluation of each applicant's training and experience as demonstrated on the cover letter and resume, weighted 100%. Only the most qualified candidates passing the cover letter and resume evaluation will be placed on an equally-ranked eligible list. **Additional evaluation may be required prior to final selection and/or establishment of the eligible list. Some positions may require those placed on the eligible list to complete and sign a criminal conviction statement before being considered for employment.**

ADDITIONAL INFORMATION:

Applicants must submit a cover letter and professional resume, specifically focused on your qualifications for this position as identified in the "To Qualify" section of this announcement in accordance with the instructions.

All completed applications for this position must be in the possession of the Portland Bureau of Human Resources no later than **4:30 pm, on the closing date of this recruitment. E-mailed and/or faxed applications will not be accepted.**

NOTE: If you are requesting *Veteran's Preference*, submit a copy of your DD214 / DD215 and / or Veteran's Administration Letter Stating your disability. If you are applying online, attach a copy of your DD214 / DD215 and / or Veteran's Administration Letter Stating your disability to your profile. *Veteran's Preference* documentation must be received by 4:30 PM of the closing date of this recruitment.

Non-citizen applicants must be authorized to work in the United States at time of application.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual with a disability under the Americans With Disabilities Act of 1990 and will be requesting accommodation, the requests must be made to the Analyst(s) named below or to the Human Resources Bureau Receptionist **No Later Than the Closing Date of This Announcement.**

Questions?

Teresa Dahrens, Senior Human Resources Analyst, Bureau of Human Resources
Teresa.Dahrens@portlandoregon.gov
(503) 823-4516

An Equal Opportunity Employer

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.portlandoregon.gov/jobs>

1120 SW 5th Ave, 404
Portland, OR 97204
503-823-3572

Position #2011-00109
SENIOR PROCUREMENT SPECIALIST
TD
