



CITY OF AMES  
invites applications for the position of:  
**Procurement Specialist I**

An Equal Opportunity Employer

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**SALARY:** \$24.49 - \$34.48 Hourly  
\$50,933.79 - \$71,728.59 Annually

**OPENING DATE:** 11/01/21

**CLOSING DATE:** 11/29/21 12:00 PM

**GENERAL INFORMATION:**

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 60,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

The City of Ames is conducting a recruitment to find a well organized and customer service driven administrative professional to fill a Procurement Specialist I vacancy in the Finance department's Purchasing division.

Under the general supervision of the Purchasing Manager, the Procurement Specialist I performs work related to the purchase of commodities and services for the City; performs related work as required.

**Compensation Philosophy:**

The City of Ames has a compensation philosophy that the starting pay for our merit salary ranges establishes the salary for employees who meet minimum requirements of a position. The median of any merit salary range is for an employee who can reasonably meet all expectations of the position responsibilities without initial extensive training. In order for employees to have an opportunity to grow within their position, we may consider a candidate's education, experience, and skills above the minimum requirements when looking at a salary closer to or slightly above the median. **The median salary for this position is \$61,330 annually.**

***In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work experience on your application or answering the supplemental questions is not sufficient.***

Our comprehensive benefits package can be viewed at: [City of Ames Benefits](#)

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit the website through this link: [PSLF Program](#)

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

Maintains verbal and written communication with City departments, the City Council, vendors, manufacturers, and technical consultants regarding procurement related projects. Works in cooperation with City departments in determining needs. Performs research related to products, services, codes, standard laws and policies. Develops and coordinates the preparation of informal and formal bid and proposal documents for the procurement of commodities, services, and routine construction projects. Coordinates the competitive bidding processes for the purchase of products and services. Tabulates and analyzes bids and prepares associated reports. Determines award with input from requesting department and technical consultants. Plans, coordinates, and facilitates meetings and information sessions for various project stakeholders; obtains consensus from

diverse groups. Coordinates contract award process and prepares related documents. Follows up with vendors regarding delivery and shipping issues; follows up with accounting division and vendors regarding damage claims and invoicing discrepancies. Determines need for contractor/vendor insurance. Evaluates vendors' products and services. Determines sources of supply. Develops and maintains bidders' lists. Plans, organizes, and coordinates surplus disposal through various approved methods. Plans, organizes, coordinates, and participates in inventory activities. Works with PC-based financial, document management and electronic bidding software and Microsoft Office computer programs. Trains organizational departmental staff in the use of automated requisitioning and catalogued inventory systems and in the application of purchasing policies and procedures. Develops and maintains reports and forms for various activities. Provides input for purchasing policies and procedures and may assist with preparation and maintenance of related documents.

Other Job Functions: Assists in other activities of the division including purchasing clerk duties, messenger services, and printing services. May participate in some negotiation processes; may assist using departments with quality issues and contract administration. May assist with procurement card program account maintenance.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

#### **QUALIFICATIONS:**

Education and Experience: Bachelor's degree required, with a preference being given to those possessing a degree in Business or Public Administration, Accounting, or a closely related field that includes coursework in accounting, purchasing, communications, and/or business law. Minimum of one year professional/technical experience in a competitive bidding and purchasing setting with a focus on customer service; experience in public sector preferred. Also requires proficiency with word processing, spreadsheet, presentation, and database software.

Licenses and Certification: Valid driver's license is required. CPPB certification, or other professional purchasing certification, preferred.

Knowledge, Skills, and Abilities: Considerable knowledge of the principles, practices and techniques of organizational purchasing and supply procedures; considerable knowledge in the use of PC-based word processing, spreadsheet, database, and presentation software (preferably Microsoft products and Adobe Acrobat Pro); knowledge of the various supplies, materials, equipment, and services purchased by a municipality, an electric utility, and water and wastewater utilities; considerable knowledge of style, format, and content for the preparation of complex bid documents and reports; knowledge of basic accounting and record management; knowledge of materials management procedures; mailroom operations, and print shop operations; knowledge of applicable laws, rules, and regulations governing the purchase of commodities and services in the public sector.

Considerable skill in written and verbal communications; considerable skill in following detailed and complex procedures; skill in dealing effectively with others; considerable skill in the use of word processing, spreadsheet, database, and presentation software; considerable skill in planning, organizing, and scheduling.

Considerable ability to write complex technical documents, reports, and correspondence using appropriate style, format, and structure; considerable ability to organize complex data and express ideas clearly and concisely, both orally and in writing; considerable ability to display initiative and imagination in procurement practices; considerable ability to comprehend, analyze, interpret, and apply laws, regulations, and policies; considerable ability to develop and maintain records and perform routine administrative and clerical work; considerable ability to use various mediums to communicate effectively; ability to make presentations; ability to develop and maintain effective

working relationships with other City personnel, customers, and vendors.

**SUPPLEMENTAL INFORMATION:**

Required Physical Activities: Talking, hearing, finger dexterity, and repetitive motions. Some positions may require lifting, stooping, and crouching.

Physical Characteristics of Work: Work is primarily sedentary requiring the exertion of to 25 pounds of force routinely. Some positions may require periodic lifting of objects weighing more than 50 pounds.

Vision Requirements: The minimum standard for those whose work deals largely with preparing and analyzing data and figures, accounting, computer terminal, reading, and driving passenger and delivery vehicles.

Environmental Conditions: The worker is not substantially exposed to adverse environmental conditions; some adverse conditions exist during performance of duties related to messenger service, inventory functions, and print shop operation.

Equipment Essential to the Job: A variety of computer hardware and peripherals; a variety of computer software packages (including mainframe financial system databases to support the purchasing and inventory processes and report writing, word processing, spreadsheets, presentations, and internet search tools). Mechanical office equipment including calculator, copy machine, postage machine, and printing equipment: telephone; fax machine; files and file cabinets; a variety of printed materials including correspondence, reports, contracts, specifications, books, catalogs, and reference materials.

**Selection Process:**

The selection process consists of an evaluation of education and experience, phone interview, performance assessment, on-site interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**\*\*Preference may be given to applicants possessing qualifications above the minimum.\*\***

The hiring department may forego the phone interview step and offer onsite interviews to qualified applicants depending on the number of applications received.

**Written Exam:**

The written exam will be held on December 2, 2021 at 5:30pm. Location of the exam will be provided to those candidates eligible to participate. Candidates are responsible for their own transportation and lodging costs to attend the exam.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

*NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.*

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://www.cityofames.org/jobs>

Job #21-0175-01  
PROCUREMENT SPECIALIST I  
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OUR OFFICE IS LOCATED AT:  
515 Clark Ave  
Ames, IA 50010  
515-239-5199  
[hr@cityofames.org](mailto:hr@cityofames.org)

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### **Procurement Specialist I Supplemental Questionnaire**

- \* 1. Describe your experience and/or education in the following areas (a-f) of professional procurement practices. Give specific examples for each. (If you need extra space, please feel free to attach a Word or PDF document to your application with your responses.)

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  - a) Specification and/or technical document writing
  
- \* 2. b) Competitive bidding
  
- \* 3. c) Contract creation and implementation
  
- \* 4. d) Automated purchasing and inventory systems
  
- \* 5. e) Procurement of inventory
  
- \* 6. f) Other education or experience you feel is relevant to this position
  
- \* 7. Describe what types of commodities/services you have purchased, and explain the bidding process used to obtain them?
  
- \* 8. Please provide a list of software programs (including financial, document management, electronic bidding and report writing software) you have experience with and the types of documents you frequently create and use. Also include your level of expertise with each program.
  
- \* Required Question