



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

An Equal Opportunity Employer

SALARY: See Position Description

OPENING DATE: 09/21/22

CLOSING DATE: 10/23/22 05:00 PM

GENERAL INFORMATION:

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 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 accepting applications for qualified candidates to fill a Procurement Specialist vacancy within the Finance/Purchasing Department. Actual classification as Procurement Specialist I or Procurement Specialist II will depend on the qualifications and experience of the selected candidate. This recruitment is anticipated to lead to establishment of a Civil Service eligibility list for the Procurement Specialist I or II classification. That list will be valid for up to one year from the date of certification by the Ames Civil Service Commission, and may be used to fill one or more vacancies in this classification. Any City of Ames Civil Service employee who has previously held Civil Service status in this classification and is interested in voluntarily demoting or laterally transferring into the current vacancy must submit his/her application by the deadline.

Under general supervision, performs professional procurement work related to the purchase of commodities, general services, professional services, and construction for the City; performs related work as required.

Procurement Specialist I salary range is \$52,589 to \$74,060 (median is \$63,324).
Procurement Specialist II salary range is \$61,714 to \$89,119 (median is \$75,416).

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. (See median salary amounts above.)

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 history 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:

Procurement Specialist I

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 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 messenger services and printing services. May participate in some negotiation processes; may assist using departments with quality issues and contract administration.

Procurement Specialist II

Works in cooperation with City departments in determining needs. Performs research related to products, services, codes, standard laws and policies. Maintains verbal and written communication with City departments, the City Council, vendors, manufacturers, and technical consultants regarding procurement related projects. Develops formal and informal bid and proposal documents for the procurement of commodities, general services, professional services, and construction projects. Conducts the competitive bidding and negotiation processes for the purchase of products and services including professional services and construction. Tabulates and analyzes bids and proposals, and prepares associated reports. Determines compliance with applicable laws and policies and responsiveness to bid and proposal requirements. Evaluates complex cost proposals. Negotiates contract terms including scope of work, price, terms, and conditions. Determines award with input from requesting department or technical experts. Plans, coordinates, and facilitates meetings; obtains consensus from diverse groups on purchase methods and processes. Coordinates contract award process and prepares related contract forms and documents. Assists using departments in contract administration and conflict resolution; follows up with accounting division, vendors, and using departments regarding quality, performance, shipping, and invoicing discrepancies. Identifies risk issues and minimization strategies. Interviews vendors. Identifies sourcing methods and determines sources of supply. Develops and maintains bidders lists. Develops and maintains reports and forms for various activities. Provides input for purchasing policies and procedures and assists with preparation and maintenance of related documents. Works with financial, document management and electronic bidding software and programs. Trains organizational departmental staff in the use of automated requisitioning and catalogued inventory systems and in the application of purchasing policies and procedures. Facilitates meetings and information sessions for various project stakeholders.

Other Job Functions: Assists in other activities of the division including messenger service and printing services. Reviews vendor submittals and invoices for correctness and compliance with contract terms. Researches financial records and prepares related reports. Sets up rooms for project meetings including moving tables, chairs, and presentation equipment. Serve as division liaison to inter-departmental teams. May assist with procurement card program account maintenance.

Common to Both Positions:

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:

Qualifications for Procurement Specialist I:

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, NIGP-CPP, or other professional purchasing certification preferred.

Knowledge, Skills, and Abilities:

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 and equipment purchased by a municipality, an electric utility, and water and wastewater utilities; knowledge of style, format, and content for the preparation of 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 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.

Qualifications for Procurement Specialist II:

Education and Experience: Bachelor's degree in Business or Public Administration, Accounting, or a closely related field to include coursework in accounting, purchasing, communications, and/or business law and at least three years professional/technical experience in a competitive bidding and purchasing setting with a focus on customer service; or an equivalent combination of education and experience. Also requires proficiency with word processing, spreadsheet, presentation, and database software. Experience in the public sector is preferred. CPPB, NIGP-CPP, or other professional purchasing certification also preferred.

Licenses and Certification: Valid driver's license is required. CPPB, NIGP-CPP, or comparable professional certification required within first two years of employment.

Knowledge, Skills, and Abilities:

Considerable knowledge of the principals, 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); considerable knowledge of the various supplies, materials and equipment purchased by a municipality, an electric utility, and water and wastewater utilities; considerable knowledge of style, format, and content for the preparation of technical specifications, statements of work, contracts, and other complex documents and reports; considerable knowledge of basic accounting and record maintenance; knowledge of materials management procedures; general knowledge of 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 clerical procedures; skill in dealing effectively with others; considerable skill in the use of PC-based word processing, spreadsheet, database, and presentation software; considerable skill in planning, organizing, and scheduling.

Considerable ability to write complex technical documents including specifications, statements of work, and other components of bidding documents, reports, and correspondence using appropriate style, format, and structure; considerable ability to develop evaluation criteria and identify and evaluate qualified sources; 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 determine compliance laws, policies, and procedures applicable to procurement of goods and services including construction, maintenance, repair, and professional services; 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. Site visits to various locations may include stair climbing. Some activities require lifting, pulling, stooping, and crouching.

General Physical Characteristics: Work is primarily sedentary requiring the exertion of up to ten pounds of force frequently and exertion of up to 25 pounds of force routinely. Some positions may require periodic lifting of object 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 financial systems and databases to support the purchasing and inventory processes and report writing, word processing, spreadsheets, and internet search tools). General office equipment such as writing utensils, paper fasteners, etc. Mechanical office equipment including calculator, copy machine, postage machine, printing and imaging equipment, telephone, and fax machine. Files and filing cabinets, including a variety of printed and electronic materials such as correspondence, reports, contracts, specifications, books, catalogs, and reference materials.

Selection Process:

The selection process consists of an initial evaluation of education and experience, written exam, a potential phone interview, a hiring assessment, an on-site interview which will include a manager meeting and written exercise, 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 written exam will be held on October 26th at 5:30pm. All qualifying candidates will receive email notification inviting them to self schedule for this event. No alternative testing dates or times will be made available with the City of Ames proctoring. Candidates are responsible for their own transportation and lodging costs to attend the exam.

Depending on the number of qualified candidates, the City may forego phone interviews.

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 on their first day of employment. Please be prepared to provide required documents on your first day of employment. 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.

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

Job #22-0175-01
PROCUREMENT SPECIALIST I OR II
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OUR OFFICE IS LOCATED AT:
515 Clark Ave
Ames, IA 50010
515-239-5199
hr@cityofames.org

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Procurement Specialist I or II Supplemental Questionnaire

* 1. Please indicate if you have a CPPB, NIGP-CPP, or other professional purchasing certification and any expiration date attached. This is not required at date of hire for either level of position. However if you do not currently have such certification, please provide information as to how you plan to obtain one if you are eligible for the II level position.

2. Describe your experience and/or education in the following areas (a through g) 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.)

* 3. a) Specification and/or technical document writing

* 4. b) Competitive bidding

* 5. c) Contract creation and implementation

* 6. d) Automated purchasing and inventory systems

* 7. e) Other education or experience you feel is relevant to a level I or level II Procurement Specialist.

* 8. f) Reviewing of complex contracts for consistency

* 9. g) Procurement of inventory

* 10. Describe what types of commodities/services you have purchased, and explain the bidding processes used.

* 11. 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