

Senior Materials Management Specialist

DEFINITION

This is a professional level position performing corporate procurement and supply management functions with the responsibility and authority to make commitments for the procurement of goods or services.

Work of the class includes responsibility for the composition of commercial bid documentation; the review of technical specifications; negotiating and/or obtaining complex competitive bids; the commercial evaluation of bids submitted; and the authority to release purchase orders within defined parameters or recommend the acceptance of awards exceeding parameters.

Employees are required to possess comprehensive knowledge and understanding of corporate procurement policies, procedures, tendering law, trade agreements, division objectives and control requirements.

Duties are performed with a high degree of independence and personal initiative. Senior Materials Management Specialists are required to provide guidance to Materials Management Specialists and other staff who perform procurement or administrative functions on their behalf. Senior Materials Management Specialists may initiate or be assigned corporate projects requiring dedicated procurement and/or research activities.

Employees of this class may also evaluate supply chain management techniques and their options to ensure that appropriate provisioning of supplies and parts is realized. Provisioning of supplies is achieved through supply contract development and/or negotiation and will often require consultation with customer departments and vendors. Work of this type will also require the preparation of necessary documentation to initiate the supply chain management tendering and contract award process.

Employees are required to analyze market conditions and recommend/implement supply chain management solutions while recognizing inventory investment guidelines. This may include alternate service delivery options.

The difference between this class and the Materials Management Specialist is the greater complexity, scope, risk and consequence of error of the work performed.

TYPICAL DUTIES *

Reviews customer department requisitions for completeness and appropriateness of bid evaluation criteria and the weighting of the criteria.

Communicates with customer departments as necessary to determine suitable procurement strategies and priorities. Selects appropriate procurement strategies and methods.

Determines prospective vendors by interviewing representatives, examining automated vendor/commodity systems, trade indexes including Internet trade indexes, historical records, etc. based upon the requirements and an assessment of Corporate risks.

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Composes commercial tender documentation to obtain information from vendors to evaluate proposal or tender submissions.

Obtains proposals/tenders or negotiates with vendors, analyzes and evaluates competitive bids based on the proposal or tender evaluation criteria and weighting, solicits and reviews customer department's technical evaluation and determines or recommends procurement awards to vendors.

As necessary, conducts pre or post contract award meetings between the customer departments and vendors, moderates and records those meetings and follows up or implements decisions arrived at during the meetings.

Evaluates supply chain management techniques and their options. As required, meets with customer departments and vendors to determine appropriate strategies, prepare necessary documents to provision for parts and supplies.

As required, establishes and maintains commodity structures and vendor data on the Corporate Financial Information System.

Where required, meets with customer departments and/or vendors to seek improvements or resolutions to performance issues. Prepares various reports.

Represents the Procurement Section on corporate or external committees.

Assists in the revision of policies and procedures.

Assigns less complex or low value requirements, bid recaps and related procurement or administrative support duties to other staff.

Monitors, reviews and, as necessary, authorizes work assigned.

Leads or participates with project activities.

Provides guidance and development to Junior staff.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to determine procurement strategies which are appropriate to requirements and conflicting priorities.

Demonstrated knowledge of procurement policies, procedures, tender and contract law, and trade agreements as well as various procurement strategies.

Ability to communicate effectively, verbally and in writing with all levels of customer department and vendor staffs.

Ability to analyze and evaluate customer departmental requirements, including the ability to forecast and plan inventory requirements using complex mathematical calculations and/or vendor tenders and proposals.

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Demonstrated ability to direct, advise and coach subordinate positions on a day to day basis.

Demonstrated ability in establishing and maintaining effective working relationships with clients and vendors.

Ability to understand, execute, provide oral and written instructions.

Proficiency with required computer systems.

Ability to work in a team environment.

Ability to adhere to City procedures relating to ethical practices.

Recognition that on-going skills updating is required through the attendance of seminars, courses, etc., to keep current with emerging procurement practices.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

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Completion of an appropriate professional purchasing designation or equivalent. A minimum of six (6) years purchasing experience, including at least three (3) years experience in a corporate centralized purchasing environment performing end to end responsibility for the tender/RFP process. Experience in public sector procurement is desirable.

Opportunity Concept

In order to qualify for the opportunity concept level incumbents must be a candidate for an appropriate professional purchasing designation or equivalent. Designations must be obtained within 36 months of the position start date.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

SENIOR_MATERIALS_MANAGEMENT_SPECIALIST_2012.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1349		1354	
Developmental		1350/1351		1352/1353
Grade	029	008/012	031	007/011
Last Updated:	2009-11			
Previous Updates:	2004-02			
Originated:	1998-12			