

**YUMA COUNTY WORKFORCE DEVELOPMENT BOARD
YUMA PRIVATE INDUSTRY COUNCIL, INC
POSITION DESCRIPTION**

Title: **Procurement Specialist & Clerk of the Board**

Reports to: Contracts Manager

Classification: Non-Exempt

Revision Date: April 2, 2018

Starting Salary: \$16.98 per Hour

SUMMARY

The Procurement Specialist & Clerk to the Board is responsible for developing and administering all procurement of Goods and Operational Services related activities for the organization. The Procurement Specialist and Clerk to the Board is the first point of contact for visitors and is responsible for front desk area (including switchboard). The Procurement Specialist assists the Contracts Manager in various projects as assigned. The Clerk to the Board serves as Clerk to the Educational Opportunity Center High School Board, and as Clerk to the Yuma County Workforce Development Board. This is a versatile position that requires knowledge of Federal, State, and County Procurement rules, high attention to detail, organizational skills, record keeping, and excellent internal and external customer service skills.

Below is the framework of the essential duties assigned to the Procurement Specialist & Clerk to the Board; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Duties, responsibilities and activities may change at any time with or without notice.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Procurement of Goods and Operational Services

- *Manage operational procurement annual budget;*
- *Maintain current knowledge of applicable Federal, State, County, and organizational procurement guidelines;*
- *Develop and/or coordinate new policies and procedures regarding procurement processes;*
- *Identify key cost and quality variables for materials and services;*
- *Balance cost and quality in decision-making related to purchasing;*

- *Determine the appropriate method to procure the goods and/or services;*
- *Produce and submit advertisements related to contracting and procurement and public notices to the news media;*
- *Develop Request for Proposal (RFP), Request for Qualified Vendors (RFV), and invitation for Bid (IFB);*
- *Provide required documentation;*
- *Assist in the evaluation of responses to requests for proposals;*
- *Conduct research and substantiate research findings;*
- *Review and evaluate proposals;*
- *Develop contracts and/or amendments;*
- *Ensure proper and timely signatures are secured for contracts;*
- *Communicate and maintain accounting officials aware of new contract (provide copies, etc.);*
- *Monitor compliance of contracted services in a systematic manner and provide compliance reports to Contracts Manager.*

2. Process Purchase Requisitions (PRs) and Purchase Orders (POs)

- *Review PR and ensure proper authorizing signature is in place;*
- *Determine proper procurement method to process PR;*
- *Produce Purchase Order (PO) (if applicable);*
- *Maintain records on spreadsheet of PRs and POs;*
- *Assist in internal or external audits as requested;*
- *Confer with Contracts Manager to ensure proper administration of procurement procedures;*
- *Provide all required reports, copies, and other documents to accounting department as needed;*
- *As requested, provide to Contracts Manager monthly reports on PO and PO records.*

3. Maintain Supplies for Organization

- *Ascertain needs for supplies agency-wide;*
- *Maintain inventory of supplies for organization;*
- *Research and identify key cost and quality variables for materials and services;*
- *Balance cost and quality in decision-making related to purchasing;*
- *Follow Government regulations, establish and follow procedures associated with purchasing.*

4. Process Travel Request Forms and Make Travel Arrangements

- *Process Travel Request Forms for all employees in a timely manner;*
- *Research information and make reservations for hotels and rentals as needed;*
- *Make all travel arrangements including: purchase of plane tickets, and secure rentals as necessary;*
- *Ensure hotel is at a convenient distance from the event's venue;*
- *Verify correct calculation of advance requests;*
- *Provide to traveling employees a summary of all arrangements made (hotel location, transportation, registrations, etc.);*

- *Ensure proper audit trails for expenses related to travel;*
- *Provide to accounting designated official the necessary documents as required by policies and procedures.*

5. American Express Reports (AMEX)

- *Review in detail the American Express monthly statement;*
- *Collect monthly employee AMEX reports;*
- *Provide reports and statement to Accounting.*

6. Coordinate Seminars in Excellence (SIE) Programs with the Department of Economic Security (DES)

- *Coordinate with specific DES professionals;*
- *Procure venue, for event following all pertaining procurement guidelines;*
- *Arrange contracts with hotels;*
- *Send registration packet to attendees;*
- *Register participants and track payments;*
- *Coordinate catering and facilities at program site;*
- *Perform accounting for all costs and registration fees;*
- *Perform accounts receivable, billing, and tracking for all SIE throughout the State;*
- *Produce all publications and advertisements for SIE;*
- *Order and disburse all promotional gifts;*
- *Create and produce certificates and distribute to SIE participants.*

7. Perform Administrative/Financial Management

- *Process and maintain the budget for department;*
- *Assist in departmental and agency audits;*
- *Maintain communication with departments regarding potential for process improvement in procurement and contracting.*

8. Special Projects

- *Assist as requested by the Contracts Manager with various projects and assignments;*
- *Make arrangements and properly procure venues and vendors for various events such as conferences, trainings, and seminars;*
- *Following procurements guidelines, and conferring with the Contracts Manager for accuracy.*

9. Provide Front Desk Coverage

- *Answer Switchboard in a courteous and professional manner;*
- *Receive, and distribute incoming calls to Agency;*
- *Manage multiple incoming calls;*
- *Monitor the front (reception) area and demonstrate a welcome attitude to visitors;*
- *Ensure vendors register at front desk and provide a visitors badge for the length of the visit;*

- *Compose correspondence on a wide variety of subjects;*
- *Evaluate and proofread documents;*
- *Distribute mail on a daily basis to the proper departments.*

10. Act as Clerk to the Charter High School Governing Board and to the Workforce Development Board

- *Prepare agendas and make arrangements for committees, board, and other various meetings;*
- *Set up meeting space and coordinate with IT department for technology needs;*
- *Prepare Agendas and Agenda Item Review forms;*
- *Take minutes of all meetings and transcribe for distribution to all members;*
- *Prepare member packets for electronic distribution to all members;*
- *Maintain accurate and complete files for each Board Meeting for Audit purposes;*
- *Remind members of meetings;*
- *Attend meetings as Clerk to the Board;*
- *Prepare financial and statistical reports;*
- *Maintain accuracy and attention to detail.*

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;

- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches; Improve by benchmarking and adopting best practices.

Corporate Level Contribution

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language

- *Speaking: Talking to others to convey information effectively;*
- *Oral Expression: The ability to communicate information and ideas in speaking so others will understand (respond effectively to the most sensitive inquiries or complaints, effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public);*

- Oral Comprehension: The ability to listen to and understand information and ideas presented through spoken words and sentences (respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public);
- Speech Recognition: ability to identify and understand the speech of another person;
- Speech Clarity: ability to speak clearly so others can understand you;
- Writing: **The ability of communicating effectively in writing as appropriate for the needs of the audience**;
- Written Comprehension: ability to read and understand information and ideas presented in writing);
- Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision);
- Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents);
- Fluency in the English language required.

Mathematics

- Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

Reasoning

- Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem);
- Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions);
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events);
- Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems;
- Interpret a variety of technical instructions.

Technology

- Demonstrate **proficiency** in software including but not limited to Microsoft Windows, Microsoft Office, Microsoft Excel, and Microsoft Access (Database);
- Demonstrate **proficiency** in Internet usage.

Socioeconomic

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making;
- **Time Management:** Managing one's own time and the time of others;
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things;
- May be authorized to direct staff in procurement and supply efforts.

Interpersonal

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do;
- **Service Orientation:** Actively looking for ways to help people;
- Must possess excellent interpersonal skills;
- Must demonstrate excellent self-control and confidence during presentations;
- Must demonstrate a friendly and professional atmosphere.

Physical Demands

The physical demands described here are representative of those that must be met by an employee an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Talk and hear;
- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times;
- Reach with arms and hands, reaching above shoulders;
- Use hands and fingers to operate keyboards and other office equipment;
- **Near Vision:** The ability to see details at close range (within a few feet of the observer);
- Frequently required to walk, stand, crouch, kneel, twisting, and bend/stoop;
- Frequently lift and/or move up to 10 pounds;
- Occasionally lift and/or move up to 20 pounds;
- Drive to various locations.

Other

- Demonstrate public speaking skills;
- Demonstrate client-interviewing skills;
- Demonstrate data entry and retrieval skills;
- Demonstrate appropriate interpersonal skills to accomplish tasks;
- Interpret federal and state rules and regulations;
- **Must possess a valid Level One Arizona Driver's License, reliable transportation, and current liability insurance;**
- **Must clear a background check with Arizona Department of Child Safety;**
- **Must demonstrate the Core Values of the Organization and abide to all YPIC's policies.**

EDUCATION AND EXPERIENCE

The **Procurement Specialist & Clerk to the Board** must be experienced with interpreting and enforcing Federal, State, and County Procurement rules. Specific working knowledge of the Office of Management and Budget Super Circular on cost principles, administrative and Audit requirements is essential to succeed in this position. The Procurement Specialist ensures consistent management of all proposals and contracts; develops contracts and procures services and/or goods as needed while complying with all applicable Federal, State and County procurements standards.

This position requires regular interaction with the public, employees, and Board members: Excellent Interpersonal skills and Team Work are a **MUST!**

Qualifications: Minimum of a Bachelor's Degree in Business Management, Administration, Accounting or related field. Five years of experience, three of which must have included administrative or paraprofessional experience that included organization, coordination, and performance of duties at responsible level. The applicant **MUST** have extensive Procurement experience and working knowledge of Procurement procedures. Experience taking minutes of Board meetings and preparing Agendas is highly desired!

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.

Applications available at Yuma Private Industry Council – 3834 W 16th Street, Yuma, AZ
Mon – Fri 8:00 am to Noon and 1:00pm to 5:00 pm.
or online at <http://www.ypic.com> (Other, YPIC Careers)

Applications CANNOT be submitted online or via e-mail.

Please submit your original/complete application to
YPIC/Human Resources
3834 W 16th Street
Yuma, AZ 85364

Resumes accepted as ATTACHMENTS to application ONLY!

Equal Opportunity Employer.

Closing Date: Open until April 13, 2018 at 5:00PM.

