

# Lake Havasu City, Arizona

## Class Description



**Title:** Procurement Specialist  
**Department:** Administrative Services  
**Division:** Procurement  
**Grade:** CP9

**FLSA Status:** Non-Exempt  
**Job Code:** 31220  
**Updated:** 7/5/2025  
**Salary:** \$27.61 - \$40.03

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### General Definition of Work

Performs intermediate technical work reviewing and maintaining contracts and procurement documents, interpreting and applying laws and policies, developing, issuing, and posting formal solicitations, training, guiding, and assisting City employees with procurement processes, providing support to test Procurement and Contracts system, managing and maintaining databases, software, records, and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Procurement Official.

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Reviews requisitions, purchase orders, and insurance certificates for accuracy and conformance in accordance with the procurement code and legal compliance; interprets and applies public procurement law and City policy.

Creates, issues, and posts formal solicitations, including Invitations to Bid and Requests for Proposals; assists City Clerk's Office with bid proposal opening, reviewing offers received, and evaluating responses to solicitations.

Provides support service, guidance, instruction, and training to City-wide employees responsible for informal procurement process, including review and consultation of exceptions and emergencies for the Procurement Official's review and approval.

Provides application administrator support to test Procurement and Contracts system for quarterly maintenance patches and annual upgrades; provides recommendations for implementation and business process adjustments.

Utilizes and maintains computer databases and software; conducts surveys; performs research; prepares documents for Council meetings.

Develops and manages annual contracts and cooperative purchase agreements for a wide variety of supplies, services, and consultants.

Maintains procurement records and responds to Request for Public Records.

Prepares disposal forms and coordinates the collection, sale, and disposal of surplus property.

Operates and maintains motor vehicles or other work related equipment requiring a valid driver license.

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### Minimum Qualifications

Associates/Technical degree with coursework in supply chain management, accounting, finance, business, or related field and considerable experience in developing and managing contracts, procurement practices and processes, research and cost analysis, supplier management, solicitation programs, and business operations and processes in a government environment, or equivalent combination of education and experience.

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### Special Qualifications

Must meet and maintain all training and education requirements for the position.

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Valid Driver License of appropriate class.

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### **Knowledge, Skills & Abilities**

Thorough knowledge of methods, procedures, policies, and activities related to purchasing and inventory control activities; thorough knowledge of regulations and standards for quality, cost, and service requirements; thorough knowledge of basic accounting principles, processes, and terminology; thorough knowledge of policies, procedures, laws, and regulations pertaining to procurement operations and documents; thorough knowledge of procedures required for obtaining quotes, bids, and supplier services; thorough knowledge of principles and practices of sound business communication and practices; thorough knowledge of correct English usage, including spelling, grammar, and punctuation.

Skill in the preparation of bids, technical specifications, and contractual agreements; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in data entry and with spreadsheets; skill in database and software maintenance.

Ability to research and collect and organize data; ability to understand and follow complex oral and written instructions; ability to perform various purchasing and delivery functions; ability to perform mathematical computations with speed and accuracy; ability to communicate effectively in oral and written forms; ability to prepare and maintain records and reports; ability to establish and maintain effective working relationships with associates, business owners, elected officials, management, other departments, outside agencies, suppliers, and the general public.

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### **Working Conditions**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires standing, sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions and occasionally requires walking and stooping, kneeling, crouching or crawling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

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