

City of Truth or Consequences Human Resources Office 505 Sims Street		
PH: (575) 740-7554	Truth or Consequences, NM 87901	FAX (575) 894-0363

Job Advertisement

CHIEF PROCUREMENT OFFICER/ ADMINISTRATIVE ASSISTANT

The City of Truth or Consequences has an opening for the position **CHIEF PROCUREMENT OFFICER/ADMINISTRATIVE ASSISTANT** with the **FINANCE DEPARTMENT**. Must be detailed oriented and very customer friendly.

See **Job Description for full requirements and representative duties.**

Pay rate commensurate with qualification and experience, plus benefits

Applications and Job Descriptions are available from the City's Human Resources Office, 505 Sims Street T or C, NM 87901, tel. # (575) 740-7554, fax # (575) 894-0363 or on the City's Website at www.torcnm.org. EOE **Deadline for applications to be returned to City's HR Office 5/18/2022.**

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Indeed.com (03/20/2024)

POSITION DESCRIPTION

Title: CHIEF PROCUREMENT OFFICER AND ADMINISTRATIVE ASSISTANT

Department: Finance Department

Status: Classified

Supervisor: Finance Director

Full Time

JOB SUMMARY:

Under the general direction of the Finance Director: Procures goods and services and maintains transactions and reporting records in compliance with the New Mexico Procurement Code; Maintains property and liability insurance records, data, and annual reporting; Maintains records of fixed asset inventory including depreciation and annual reporting, and assist in performing annual inventory throughout the City; Assists in the fiscal side of grant management; Assists the Finance Director as needed.

SUPERVISION RECEIVED:

This position works under the general supervision of the Finance Director and/or City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Knowledge of or ability to obtain knowledge of New Mexico Procurement Code, state and federal procurement laws including the ability to interpret and apply rules, regulations, and standards to city government
- Ability to work with changing priorities, regulations, and deadlines
- Ability to analyze problems, identify solutions, take appropriate action, resolve problems using independent judgment and decision-making processes, and bring issues to closure
- Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail and with accountability for work product
- Effective skills in planning and organization
- Demonstrate effective team member participation
- Proficiency in personal computer use, word processing, spreadsheets, and financial data entry
- Ability to perform a variety of specialized assignments requiring interpretation and analysis of work practices and procedures
- Ability to demonstrate and perform a high degree of customer service to all Stakeholders

- Ability to communicate, verbally and in writing, in order to maintain effective working relationships with staff, administrators, general public, vendors and contractors
- Ability to maintain high accuracy and attention to detail
- Ability to work independently with minimal supervision
- Ability to appropriately handle confidential matters
- Ability to perform essential job functions and job task requirements
- Ability to communicate and negotiate with vendors and contractors

ESSENTIAL FUNCTIONS OF CHIEF PROCUREMENT OFFICER:

- Ensures that all purchase requisitions have the required procurement documentation prior to purchases being made such as, but not limited to, quotes, contracts, bids, proposals, and sole source documentation
- Issues purchase orders and authorizes small purchases pursuant to the Procurement Code
- Processes purchase order changes
- Maintains current and new vendor files, electronic or otherwise, with current W-9 and vendor information, including contract and procurement information
- Responsible for the control and procurement of items of tangible personal property, services or construction
- Makes determinations, including determinations regarding exemptions, pursuant to the Procurement Code
- Approves procurement pursuant to the Procurement Code
- Consults with users to develop specifications; makes recommendations regarding purchases
- Trains staff on procurement processes, procedures, and laws
- Prepares requests for bids and proposals
- Advertises and posts all correspondence for requests for bids and proposals
- Keeps a schedule for each bid or request for proposal to ensure all timelines and requirements are met
- Attends all bid and request for proposal openings and evaluations
- Educates evaluators of procurement laws and processes regarding evaluation of requests for proposals
- Maintains a log of dates to include contract expiration and request for proposal and bid cycles
- Prepares an annual schedule of dates for bid and request for proposal openings, evaluations, recommendation to the City Commissioners, and approval of contracts
- Negotiates price agreements with vendors
- Prepares and maintains all contracts, memorandums of understanding, or agreements with vendors including a list of vendor contracts, due dates, expiration dates, and method of procurement
- Issues New Mexico Combined Reporting System (CRS) Tax certificates

- Assists in preparing and submitting annual 1099 forms to vendors and the IRS
- Is aware that under NMAC 13-1-199 any business or person that willfully violates the Procurement Code is guilty of:
 - A. A misdemeanor if the transaction involves fifty thousand dollars (\$50,000) or less; or
 - B. A fourth degree felony if the transaction involves more than fifty thousand dollars (\$50,000).

ESSENTIAL FUNCTIONS OF ADMINISTRATIVE ASSISTANT:

- Obtains and removes insurance for all City vehicles and equipment as needed
- Prepares annual insurance report for property and vehicles
- Maintains records of all purchases, transfers, deletions, and depreciation of fixed assets of the City, including but not limited to vehicles, major equipment, and facilities
- Analyzes all procurement transactions to ensure that any item that should be capitalized and or inventoried is accounted for
- Issues inventory tag numbers for all items over \$5,000 or all items under \$5,000 that need to be inventoried
- Visits each site and assists in performing a manual inventory of all fixed and consumable inventory
- Maintains a listing of all grants, loans, and reimbursements from.
- Assists in preparing reimbursement documentation and ensuring that all reimbursement funds are received

GENERAL FUNCTIONS:

- Assists with City budget preparation and annual audit preparation
- Assists with greeting customers who come in the office or call in
- Prepares annual reports as required for the annual audit
- Assists in developing processes and procedures
- Exercises caution and attention to detail, work methods and procedures when dealing with confidential information
- Composes and word processes a variety of materials including correspondence, reports, notices and purchasing and various other documents
- Attends training as needed to acquire and maintain certification as Chief Procurement Officer
- Maintains a regular filing system and keeps accurate records
- Performs a variety of secretarial and clerical duties as needed including making copies, sending faxes and preparing mailings
- Obtains, organizes and presents pertinent data for required reports
- Maintains a pleasant and positive public relations image through telephone and written communications, assistance to individuals on a walk-in basis, scheduling of appointments and rapport with co-workers

- Adheres to all health, safety and sanitation policies of the City and notifies the proper authorities when repairs or replacements are required in order to maintain established standards
- Performs other duties, assignments and job task requirements determined for this position, follows any other job-related instructions and performs any other job-related duties requested by any person authorized to give instructions or assignments
- Regular and predictable physical attendance in the workplace
- Complies with all City Customer Service policies and procedures
- Performs all other duties required by the Finance Director or the City Managers as needed.

REQUIREMENTS:

- Must obtain certification as the Chief Procurement Officer from the State of New Mexico within six months after employment.
- Must maintain certification as the Chief Procurement Officer every two years.
- High School Diploma or GED
- Must be a self-starter and very detail oriented
- Must be able to attend work regularly with minimal disruptions in attendance

WORK ENVIRONMENT:

- Work is performed indoors
- Normal work performed on weekdays. Some extra hours may be required.
- Subject to normal office noise levels
- Subject to odors and dusts
- Duties are performed on uneven, carpeted, flat and hard surfaces
- Duties require walking, climbing, standing and sitting
- Specific required movements include, but are not limited to, the following: (50 lbs. Max.)
 - Trunk - bend, twist, rotate, push, pull, carry.
 - Arms - reach, carry, push, pull, lift, twist, rotate.
 - Legs - twist, rotate, balance.
 - Hands - grasp, manipulate, bilateral coordination, eye and hand coordination, **overall and finger dexterity.**

The work environment characteristics described above are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions when notified of said disability.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be requested.

This Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.