



FIRST THINGS FIRST

Procurement Specialist, Procurement Officer

First Things First (Arizona Early Childhood Development and Health Board) is one of the critical state partners in creating a child and family-centered, comprehensive, collaborative and high-quality early childhood system that supports the development, health and early education of all Arizona's children. Created by voter initiative in 2006, First Things First is governed by a state Board with 28 regional partnership councils. First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten healthy and ready to succeed in school and in life.

Job Summary:

The Procurement Officer is located in the central office of FTF, which has delegated procurement authority through the Department of Administration. The position is responsible for working with agency representatives to develop, negotiate, and administer contracts and agreements to provide goods and services to agency divisions/areas on a statewide basis.

Distinguishing Characteristics:

The ideal candidate will enthusiastically support the vision and mission of First Things First and possess the personal qualities of integrity and credibility. She/he will have the proven ability to work within teams to accomplish multiple tasks and keep multiple projects organized and progressing. The Procurement Officer will be responsible for executing difficult and unique transactions within state and federal mandated policy and guidelines, requiring her/him to:

- Review, screen, and assess a wide range of proposals, and purchase requisitions.
- Research and investigate sources for specific services and supplies.
- Work with staff in the development of bid specifications.
- Prepare and issue bid requests.
- Review contract quotations and/or proposals.
- Monitor and evaluate contracts for specified requirements and compliance.

- Develop and appraise applicable forms, policies and procedures relating to contract management.

Typical Duties and Responsibilities:

Under the guidance of the Financial Consulting Manager the Procurement Officer will:

- Process purchasing transactions in accordance with state and federal statutes, policies and guidelines.
- Utilize Arizona State's eProcurement system (ProcureAZ) for the processing of bids, requisitions, purchase orders, contracts, change orders and receipts.
- Collaborate with agency program staff to develop and refine highly complex technical bids and specifications.
- Write and distribute highly technical bid invitations or requests for proposal, receive and analyze quotes, bids, proposals, and award contracts.
- Collaborate as necessary and possible with other state and public agencies (particularly the AZ State Procurement Office) to develop procurement contracts and agreements.
- Identify and select vendors to procure highly technical commodities meeting criteria of price, quality, quantity availability and delivery dates and places.
- Analyze departmental purchase requisitions for completeness and accuracy of information; contact department/initiator to clarify and complete information; determine method needed to process requisition such as bid, request for proposal or blanket/state contract.
- Negotiates contracts and bid proposals.
- Review invoices for compliance with agreements and coordinate with agency payment authorization efforts.
- Facilitate the resolution of conflicts between contract and/or agreement parties.
- Interpret, communicate, and train purchasing procedures and policies to departments/staff and vendors.
- Monitor the maintenance of records as per the established policies and guidelines of the AZ Library of Archives and Records.
- Complete any other duties as may be assigned.

Qualifications:

- Bachelor's degree and three years purchasing experience, or
- Seven years purchasing experience, or
- Any equivalent combination of experience, training, and/or education.

Knowledge of:

- Federal and State procurement laws and statutes, AZ Procurement Code, contract management; agency program/project policies and procedures.

- AZ State accounting practices and policies (State of Arizona Accounting Manual) as they relate to purchasing and disbursement.
- Computer operation including software applications used to process, store and tabulate information or data.
- The AZ State eProcurement System (ProcureAZ).

Skills in/Ability to:

- Effectively communicate verbally and in writing.
- Develop and refine highly complex technical bids and specifications.
- Work with other FTF staff to evaluate and analyze programmatic and fiscal data, so that the agency is placed in the best possible position to secure contracts that best meet the needs of the program being delivered and the citizens of Arizona.
- Navigate the AZ state eProcurement system (Procure AZ).
- Maintain complex recordkeeping systems and conduct business in a computer based environment.
- Engage in continuous learning and ensure current Federal and State laws governing procurement are interpreted and applied.
- Establish and maintain working/effective relationships with (but not limited to) contracted and governmental agency representatives and special interest groups.
- Work effectively with people from a variety of culturally diverse backgrounds.
- Strong communication skills including the ability to write and speak clearly, succinctly, and in a manner that appeals to a wide audience.
- Detail oriented with the ability to multitask and meet competing deadlines.
- Creative and solution driven.
- Cooperative in working relationships.
- Comfortable working with minimal supervision and maintaining multiple responsibilities.
- Reliable, regular and punctual attendance at work during core business hours.

Review of resumes will begin on October 31, 2016 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references to:

www.AZSTATEJOBS.gov

In the AZ State Personnel System, the position is classified as a Grade 20 and has a hiring salary range of \$55,000 to \$65,000. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.

“Arizona State Government is an EOE/ADA Reasonable Accommodation Employer”