SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:
PUBLIC PROCUREMENT ASSISTANT
An Equal Opportunity Employer
Full-Time Regular Exempt

SALARY: $34,000.00 - $44,200.00 / Annually
OPENING DATE: Friday, August 14, 2020
CLOSING DATE: Friday, September 4, 2020; 11:59 pm

NATURE OF WORK:
SCSWA is a local government agency established through a joint-powers authority (JPA) with the City of Las Cruces and Doña Ana County providing residential and commercial solid waste and recycling services.

The Public Procurement Assistant reports directly to the Purchasing Manager, (Chief Procurement Officer, CPO, is strongly detail-oriented, performs various levels of solicitations and procurement for supplies, services and tangible goods in compliance with local, state and federal laws, statutes, rules, ordinances, codes and regulations regarding procurement and performs procurement related and general administrative duties as assigned. Works closely with the Purchasing Manager, CPO and SCSWA staff, as needed.

Expected to further public procurement knowledge through training and classes as assigned.

ENVIRONMENTAL AND PHYSICAL FACTORS:
95% of work is performed sitting at a desk in a standard office, off-site meetings, training sessions and alternate site visits may be frequent, but are not frequent.

Light physical demands, lifting up to 10 lbs. and frequent computer and phone use.

KNOWLEDGE SKILLS AND ABILITIES:
- Be organized and strongly detail-oriented and have excellent editing capabilities
- Have the ability to diplomatically handle pressure and difficult situations on occasion
- Be capable of working in a busy office and able to multi-task
- Have the knowledge of public procurement requirements and resources with the ability to apply the requirements to generate compliant solicitations and procurement
- Be proficient with a Windows™ based computer, Microsoft Office™ and cloud based applications to create maintain and share files, documents, forms, and spreadsheets within and outside of the organization.
- Have proficient typing skills and able to create, format and edit documents and tables for documents and solicitations.
• Be a fast learner of SCSWA procurement procedures and related administrative requirements to work with little or no supervision and be able to enthusiastically assist staff, vendors, and customers to meet SCSWA’S requirements and goals.
• Have professional written and verbal communications,
• Have the ability to create and maintain detailed files and record keeping,
• Have the ability to meet frequent demands and deadlines (occasionally work outside of normal business hours),
• Be able to perform multi-faceted processes and Standard Operating Procedures

DUTIES:
• Research specific tasked topics to create and obtain specifications and compliant solicitation related documents for procurement process.
• Type, format and edit documents, forms, and solicitations, including tables and charts and pictures.
• Will obtain formal training to use TYLER/MUNIS (Enterprise Resource Planning (ERP) system used by SCSWA) for entries, approvals, and inquiries.
• Will obtain formal training and Administer the organization’s D-card use and process (a credit card used for departmental governmental procurement) d.
• Administer procurement forms, spreadsheets, logs, PowerPoint™, procurement trainings, and similar assignments.
• Serve as the Contract Administrator for assigned price agreements, contracts, and miscellaneous services for all SCSWA locations with detailed records for Management.
• Familiarize and assist with SCSWA’S processes for quotes, purchase orders, invoices, pricing, budget tracking & inquiries.
• Perform common office practices, such as scanning, copying, filing/recycling, etc.
• Generate, respond, and distribute Procurement department related correspondence, with resource or document references when necessary, in detail
• May serve as a backup for the Purchasing Manager, CPO during an absence.
• Other simple and multi-faceted tasks and duties as assigned.

MINIMUM QUALIFICATIONS:
• Must be bondable.
• Minimum educational requirement of a high school diploma or GED/equivalent.

An Associate Degree in Procurement or Supply Chain Management may substitute for 50% of either of the minimum qualifications listed below:

• Preferably, two (2) years of proven public sector procurement experience with bid and request for proposal process experience, specification and solicitation creation and publishing, creating and administering contracts in compliance with a governmental regulated procurement code, and a minimum of one (1) year using a financial/procurement ERP system. A candidate who is a Certified Public Procurement Buyer (CPPB) or has another directly related certification is preferred. OR
• Minimum of three (3) years of demonstrated public sector procurement management support experience with direct procurement in compliance with a governmental regulated procurement code with associated procurement administrative duty experience and a minimum of one (1) year using a financial/procurement Enterprise Resource Planning (ERP) system.

LICENSES/CERTIFICATION(S):
Valid Class D driver's license is required. If, applicable position requires an acceptable driving record in accordance with SCSWA policies.

WORK SITUATION FACTORS:
Position involves competing demands, performing multiple tasks, working to deadlines, and responding to issues. Regular attendance is an essential function of this job to ensure continuity of services. Position is subject to drug testing in accordance with applicable State and Federal regulations and SCSWA policies.

PUBLIC PROCUREMENT ASSISTANT SUPPLEMENTAL QUESTIONNAIRE
*Required Questions*

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
   □ Yes □ No

2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)
   □ Yes □ No

3. Do you have a high school diploma or GED/equivalent?
   □ Yes □ No

4. Do you have an Associate Degree in Procurement or Supply Chain Management that may substitute for 50% of either of the minimum qualifications listed below: Preferably, two (2) years of proven public sector procurement experience with bid and request for proposal process experience, specification and solicitation creation and publishing, creating and administering contracts in compliance with a governmental regulated procurement code, and a minimum of one (1) year using a financial/procurement ERP system. A candidate who is a Certified Public Procurement Buyer (CPPB) or has another directly related certification is preferred.
   OR

4.
Minimum of three (3) years of demonstrated public sector procurement management support experience with direct procurement in compliance with a governmental regulated procurement code with associated procurement administrative duty experience and a minimum of one (1) year using a financial/procurement Enterprise Resource Planning (ERP) system.

(If you state yes and fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)

□ Yes □ No

5. Do you have a valid driver's license?
□ Yes □ No

6. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?
□ Yes □ No

7. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

An application may be obtained online at https://scswa.net/jobs/. A resume may not be substituted or accepted in place of the application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.