

**MAJOR FUNCTION**

This is specialized professional work requiring both administrative and technical expertise. Work involves assisting in the development and implementation of procurement policies, plans, and programs. An individual in this position is expected to work independently or within a unit in carrying out specific program responsibilities and exercise independent judgment to meet program objectives. Work is reviewed through reports, conferences, and results of established program objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews proposed federal, state, and local rules and regulations and develops independent analyses regarding impacts on City operations. Assists in the development of procurement policies that impact City operations. Participates in strategic planning processes in the development of citywide procurement programs, policies and procedures. Conducts literature reviews, analyzes research data and prepares reports to support program initiatives. Assists in the establishment of goals and performance measures for program measurement and verification. Coordinates implementation of the local business program, charitable contributions program, city surplus donation program, environmental preferable purchasing program and vendor evaluation program. Confers with department directors, managers and departmental procurement representatives for establishment of procurement initiatives and programs affecting all city departments. Develop training material and conducts training sessions for employees and vendors. Directs data collection and analyses, recommends process changes where applicable to department management staff, and document process. Serves as project coordinator of designated projects requested by the City Commission, the City Manager, Director for Management and Administration or the Procurement Services Manager. Serves as the City's liaison to local businesses, local business organizations (Chamber of Commerce, Builders Associations, etc.), other governmental entities and non-profit organizations on procurement services matters. Conducts utilization and price compliance analysis on citywide contracts. Assist with procurement compliance reviews/audits. Certifies local vendors for inclusion in the City local business program. Reviews bids, proposals and purchasing transactions to ensure compliance with various procurement preference programs. Maintains citywide term contract, local business, charitable contribution and surplus donation performance and outcome logs and prepare written program reports for management review. May conduct investigations and site visits to confirm vendor certification information. Direct data collection and prepare written reports for management review on vendor protest, complaints and public record request. Assist in the development of contract documents and review citywide term contract solicitations and contract documents for quality control. Assist with administrative and technical duties and responsibilities in the City's p-card, purchasing, accounts payables and surplus units. Leads project teams and assigns or delegates responsibilities to team members. Represents the City at professional conferences and meetings and on committees for professional organizations. Performs related work as required.

**Other Important Duties**

Works with the City's Minority Business Office.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities, and Skills**

Considerable knowledge of large scale purchasing and contract methods and procedures and of the laws, rules and regulations effective in the City governing the purchase of commodities and services. Considerable knowledge of governmental p-card programs, surplus disposal and accounts payables methods and procedures and the laws, rules and regulations associated with these programs. Considerable knowledge of the principles and practices of comprehensive or strategic planning. Considerable knowledge of the City's organization and its functions, services, ordinance, policies, and

procedures. Ability to review, analyze, and apply federal, state, and local procurement and prompt pay rules and regulations. Knowledge of databases and skill in use of microcomputers and job related software. Ability to conduct independent studies and analyze complex information. Ability to read and comprehend technical manuals. Ability to manage multiple projects. Ability to organize, guide, and participate in committee and group meetings. Ability to present information effectively, in oral and written communications. Ability to exercise sound, independent judgment. Ability to prepare comprehensive reports and recommendations. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to lead, train and direct the work activities of others.

Minimum Training and Experience

Possession of a bachelor's degree in finance, marketing, public or business administration, engineering or a related field and three years of professional procurement experience in a government organization or an equivalent combination of training and experience.

Necessary Special Requirements

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Must possess a valid Class E State driver's license at time of appointment.

Established: 02-12-11