

MAJOR FUNCTION

This is responsible administrative work involving the large-scale procurement and contract administration of materials, supplies, equipment, and services. Work includes the responsibility for planning and directing the operations and activities of purchasing and contract administration. Responsibility also includes developing citywide policy and procedures pertaining to the work units of Procurement Services. Work is performed in accordance with established policies under the general direction of the Manager – Financial Services. This employee has considerable latitude for the use of independent judgment, discretion and initiative in carrying out the mission of the Procurement Services Division. Work is reviewed through conferences, reports, and observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Manage the day to day operations of the Procurement Services Division and supervises staff including prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe work environment and making hiring, termination, and disciplinary recommendations. Responsible for the negotiation, preparation, execution and management of diverse procurements including, but not limited to, contract/agreements, Request for Proposal (RFP), Invitation to Bid (ITB) and Invitation to Negotiate (ITN). Assists buyers and City department/division staffs in the preparation of bid packages, requests for proposals, procurement contracts, amendments and other related procurement documents. Maintains and promulgates necessary city and division purchasing policies and procedures in accordance with appropriate municipal, state, and federal codes, ordinances, resolutions and regulations. Provides advice on the interpretation of the procurement policy and procedures. Provides policy training to procurement and city department staff. Identifies and implements improvements to process, procedures and systems to increase the efficiency and effectiveness within the supply chain. Works with Enterprise Resource Planning and Technology and Innovations Department staff to test, implement, train and maintain all procurement systems. Resolves problems and concerns from vendors, other City departments and the public. Facilitates the resolution of bid protests and contract discrepancies and issues terminations as required. Attends and participates in meetings of city staff, department directors, managers, and commissioners. Recommends the selection, transfer, lay-off, recall, promotion, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Coordinates the City's Vendor Grievance process. Participates on a variety of boards and committees. Assists superiors in various other departmental functions as needed. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of approved purchasing, contract administration and accounts payable practices and methods. Thorough knowledge of modern techniques, methods, procedures, principles, and practices of all phases of the procure to pay life cycle. Thorough knowledge of personnel, finance, general office and business administration. Thorough knowledge of modern inventory and materials management techniques and practices, including automation. Thorough knowledge of the sources of supplies markets and price trends. Thorough knowledge of the needs of the departments/divisions served. Thorough knowledge of accounting practices and procedures, especially as they relate to government purchasing and disbursement systems. Through knowledge of appropriate municipal,

state, and federal codes, ordinances, resolutions, and regulations related to the procure to pay process. Considerable knowledge of the standard types, forms and legal requirements of contracts. Considerable knowledge of the principles and practices of office management. Considerable knowledge of laws and regulations governing City purchasing and accounts payable activities, rules, regulations, policies, procedures, and functions. Considerable knowledge of the principles and practices of accounting records keeping, purchasing, budgeting, statistical analysis, and report writing. Ability to initiate and install administrative programs, procedures and systems and to evaluate their effectiveness. Ability to perform all purchasing functions. Ability to meet and deal effectively with administrative officials and vendors. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize and direct staff of supportive employees. Ability to write clear and concise specifications. Ability to express factual information clearly and concisely, orally and in writing. Possesses management style and values, which are consistent with the City's values and goals. Demonstrates interpersonal facilitation and communications skills.

Minimum Training and Experience

Possession of a bachelor's degree in marketing, business administration, financial accounting or a related field, and seven years of professional and administrative experience in a comparable organization or seven years of buying or purchasing experience involving participation in competitive bidding on the open market and preparation of commodity specifications and purchasing records, or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

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.

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