

**MAJOR FUNCTION**

This is responsible professional, supervisory and technical work developing, planning, scheduling and monitoring citywide purchasing and contract administration activities for the Procurement Services Division. This is a working supervisory position. Work includes the responsibility for supervising the activities of the City's centralized Purchasing Unit. Work is performed under the administrative direction of the Manager-Procurement Services with considerable latitude for the use of independent judgment, discretion, and initiative in carrying out daily operations. Work is reviewed through observation of results obtained, conferences, and analysis of periodic reports.

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

Plans, assigns, supervises, and reviews the work of staff in the centralized Purchasing Unit. Prepare and draft specifications and appropriate bid, proposal and/or price agreement documents, develop vendor lists, develop contract documents and maintains records of procurement activities. Perform contract administration for citywide contracts. Participates in contract negotiations and expediting contract documents. Participates in/or conducts pre-bid conferences, bid openings and pre-construction meetings. Coordinates and investigates flagrant and intentional violations of bids, quotes, contracts, price agreements, proposals and policies. Conducts investigations relative to vendor protest. Prepares, reviews and approves bids, quotes, proposals and price agreements for release. Assist in developing and implementing purchasing systems and/or procedures necessary to facilitate bids, quotes, contracts, price agreements and proposals. Prepares and coordinates tabulation, evaluations and agenda request and other correspondence as deemed necessary. Prepares monthly performance reports on purchasing functions. Recommends the hire, transfer, promotion, grievance resolution, discipline and discharge of employees. Conducts performance evaluations and recommends approval or disapproval of employee salary adjustment issues. Performs related work as required.

**Other Important Duties**

Assist in staffing the Purchasing Training Program and the City's Emergency Management Program. Performs related work as required.

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

Considerable knowledge of the principles and practices of contract administration. Considerable knowledge of forms terminology and procedures used in negotiating and administering contract agreements. Considerable knowledge of large scale purchasing methods and procedures, and of the laws, rules, and regulations effective in the City, governing the purchase of commodities and services. Considerable knowledge of the forms, terminology and procedures used in the bid process. Considerable knowledge of accounting principles, practices, and procedures especially as they relate to governmental purchasing. Knowledge of the materials management and inventory process. Ability to prepare commodity specifications, analyze bids, and perform other necessary purchasing functions. Ability to read and interpret engineering and construction plans and specifications. Ability to express factual information clearly and concisely, orally and in writing. Ability to organize and direct staff of supportive employees. Ability to analyze the purchasing needs and to recommend purchasing procedures to provide effective service. Ability to establish and maintain effective working relationships as necessitated by work assignments. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in marketing, business or public administration, or a related area and four years of professional experience in purchasing, procurement and contract administration that includes the large scale procurement of supplies, services and construction involving formal competitive bidding, preparation of commodity specifications, and purchase order creation and issuance, with at least two years of governmental purchasing experience and contract administration as described above and two years of experience in a supervisory capacity in purchasing; or an equivalent combination of training and experience.

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.

Established: 08-20-97

Revised: 02-06-98

04-22-04\*

05-14-09

12-01-11

08-25-12