

**MAJOR FUNCTION**

This is highly responsible professional and managerial work involving the strategic coordination and oversight of procurement operations, purchasing card and contract administration activities. Work includes supervising professional and technical procurement staff, ensuring compliance with applicable laws, rules, and policies, and assisting in the implementation of citywide procurement programs and procedures. An employee in this position exercises independent judgment in managing assigned functions and resolving operational issues. Work is performed under the general direction of the Director of Procurement Services and is reviewed through conferences, reports, and results achieved.

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

Supervises assigned procurement staff, including prioritizing and assigning work; reviewing work products for accuracy and compliance; providing guidance and training; and contributing input to performance evaluations. Oversight of diverse solicitations including Invitations to Bid (ITB), Requests for Proposal (RFP), Invitations to Negotiate (ITN), contracts, amendments, and related procurement documents. Supports City departments regarding procurement needs, process improvements, and compliance requirements. Assists in the implementation and consistent application of procurement policies, procedures, and operational improvements including vendor or supplier onboarding and vendor performance. Monitors procurement performance measures; analyzes operational and compliance data; and prepares reports and recommendations for management review. Oversees assigned procurement programs and initiatives, including vendor performance monitoring, local business participation efforts, compliance reviews, and process improvement initiatives. Assists in addressing vendor complaints, bid protests, and procurement disputes, and coordinates documentation and responses as required; including working with City Attorney's office to ensure compliance with contract or purchase order terms and conditions, mitigates risk and protects the City's interest. Participates on project teams and interdepartmental committees related to procurement initiatives. Assists in the development and delivery of procurement-related training for City staff and vendors. Works with Enterprises Resource Planning and Technology and Innovation Department staff to test, implement, train and maintain all procurement and financial management systems. i.e. Procure to Pay. This includes managing the year-end close out on behalf of Procurement Services. Performs related work as required or assigned.

**Other Important Duties**

Represents the Procurement Services Division at meetings, workshops, and professional conferences as assigned. Assists the Director of Procurement Services with special projects and operational planning activities. Hosts and convenes Supplier Outreach or Vendor On-boarding sessions to including working collaboratively with the Office of Economic Vitality. Reports and maintains supplier or vendor demographics as it relates to minority, women, small business and veteran owned business, i.e., supplier diversity. Stays abreast of and has awareness of latest procurement topics and professional development opportunities. Operates and administers the City's Purchasing Card program and work collaboratively with Financial Services to perform monthly close out.

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

Considerable knowledge of public administration, business process improvement, governmental procurement methods, purchasing procedures, and/or contract administration practices. Considerable knowledge of applicable municipal, state, and federal procurement laws, rules, and

regulations. Knowledge of procurement systems, data analysis techniques, and reporting practices. Ability to supervise, train, and direct the work of professional and technical staff. Ability to analyze procurement operations and recommend procedural or process improvements. Ability to manage multiple assignments and competing priorities. Ability to interpret and apply procurement policies and procedures accurately and consistently. Ability to prepare clear and comprehensive reports, correspondence, and recommendations. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to exercise sound judgment and discretion.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, finance, marketing, or a related field, and four years of professional administrative or management experience, with at least two years in a lead or supervisory capacity, 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: 12-15-25