

MAJOR FUNCTION

This is responsible administrative work involving the large-scale procurement and contract administration of materials, supplies, equipment, and services along with administering the centralized accounts payable system for the City. Work includes the responsibility for planning and directing the operations and activities of purchasing, contract administration, warehouse, reproduction, and accounts payable. 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 Director-Management And Administration. This employee has considerable latitude for the use of independent judgment, discretion and initiative in carrying out the mission of the Procurement Services Division and the Department of Management and Administration. Work is reviewed through conferences, reports, and observations and by results obtained.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Plans, organizes and directs the activities and operation of the Procurement Services Division. Directs and coordinates all phases of preparation of specifications, legal advertisements, formal and informal bid invitations. Directs, through subordinates, correspondence regarding purchasing, accounts payable and surplus disposal matters. Develops quality and productivity improvement capabilities to improve services and effectiveness. Determines priority orders and needs and interprets policies. Directs the processing of records to the City Manager on controversial contracts and bids. Initiates investigation of flagrant and intentional violations of bids, contracts and policies. Directs the maintenance of records pertaining to specifications and cost commodities. Directs the operation of the central reproduction center. Directs procedures and establishes new and additional methods for surplus disposal. Directs all standards and specifications vendors must meet to be approved. Prepares and administers the division's budget. Prepares and maintains operating and procedural manuals, strategic plans and other formal statements of improved procedures, methods, and systems of operation. Directs new procedures and assignments to subordinates. Confers with superiors as necessary. Recommends the hiring, 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

Manages the City's Surplus Donation program. Coordinates the City's Vendor Grievance process. Participates on a variety of boards and committees. Coordinates annual auction or sale to dispose of obsolete and surplus materials. 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 Procurement Services. 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 agencies 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. 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 five years of professional and administrative experience in a comparable organization or five 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. Three 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.

Established: 02-05-97
Revised: 07-20-99
05-14-09