

**MAJOR FUNCTION**

This is highly responsible professional and technical work performing various purchasing functions which support the specific needs of the various City departments. The incumbent is responsible for consulting with departments to plan, coordinate and carry out procurement activities including: the development and solicitation of formal bid/proposal documents, developing commodities/services specifications and scope of work statements and contract development and administration. Working closely with the Legal Department, engineering and other key personnel, the incumbent ensures that requirements to support the City's operations are presented to and executed by current and potential suppliers of goods and services, in accordance with all applicable laws, rules and regulations. Work requires the use and exercise of independent judgment and is performed under the general supervision of the Supervisor-Procurement/Contracts Administration.

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

Plans, directs, coordinates and administers purchasing activities for City departments in accordance with all applicable laws, rules, and regulations. Takes the lead in developing, issuing and receiving solicitations for competitive bids and request for proposals and other methods used for formal procurements. Organizing and/or assisting in developing the necessary specifications, developing scope of work statements, developing purchase/contract terms and conditions, preparing bid tabulations/proposal ranking documents, assisting in departmental evaluations and posting award recommendations. Verifies sole source procurements and recommends approval/disapproval of exception request. Works closely with legal staff by assisting in the negotiation and preparation of contractual agreements that provide the most advantageous terms to the City and providing timely information for expedient resolutions of vendor protest. Reviews contract language and prepares modifications and addendums as required. Analyzes and interprets contracts, agreements, leases, and terms and conditions incorporated in purchase documents to assure clarity, protection and enhancement of the City's best interests. Serves on committees for selection of suppliers, architects, engineers, and other professional services and management consultants. Conducts or participates in pre-bid conferences, bid openings, and pre construction meetings. Create and issue all formal purchase orders and reviews and processes all change order request. Obtain or assist departments in obtaining all applicable approvals for purchase/contract awards. Ensure that official City procurement records are properly maintained and up-to-date in common procurement files and EDMS. Maintains constant awareness of market conditions, availability and cost of equipment, material and services needs that may be unique to the City of Tallahassee. Anticipates changes in customer needs and business conditions and recommends purchasing policy changes that support evolving needs of the departments and are in keeping with their objectives, business plans and specific industry trends. Maintains sourcing information; evaluates and recommends potential suppliers who can provide goods and or services at a competitive advantage. Maintains records and support documents that demonstrate purchasing policy compliance. Maintains data and provides reports and analyses to show purchasing activities, contracts, supplier and buyer performance, industry benchmarks, etc. Provides consultation to user departments as needed. Receives and answers requests for information regarding purchasing service that may be unique to the various departments. Keeps abreast of industry trends; uses best practices where appropriate; and works to continuously improve processes. Performs related work as required.

Utilities Operations Purchasing/Contracts Specialist: In addition to the essential duties listed above, this position provides purchasing services that are unique to the activities and purchasing needs of the City Utility departments. The incumbent is responsible for conducting large dollar commodity/services purchases and contractual activities, and working with utility personnel, engineers and suppliers to ensure that purchasing and contractual requirements are met to support the daily operations of the City utility departments. Maintain constant awareness of market conditions,

availability and cost of equipment, material and services needs that may be unique to the City Utilities departments.

#### Other Important Duties

Conducts training in contract administration and procurement procedures. May direct and review the work of other purchasing agents/contract specialists on an assignment-by-assignment basis. Performs related work as required.

#### **DESIRABLE QUALIFICATIONS**

##### Knowledge, Abilities and Skills

Considerable knowledge of the principles and practices of contract administration. Considerable knowledge of the 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. Knowledge of the basic principles of engineering as it relates to construction projects. Ability to read and interpret engineering plans and specifications. Ability to understand and follow complex oral and written instructions. Ability to communicate, compose, formulate, speak and write with clarity and conciseness. 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. Skill in the use of microcomputers and their associated programs, databases and applications necessary for successful job performance.

Utilities Operations Purchasing/Contracts Specialist: General knowledge of utility operations, prudent utility practices and generally accepted utility practices. Considerable knowledge of utility purchasing practices and procedures. Ability to work long hours in stressful situations during emergency events.

##### 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 purchasing experience involving participation in competitive bidding and preparation of commodity and services specifications and purchasing records or administration of construction, commodity or service contracts awarded through the competitive bid process; or an equivalent combination of training and experience.

##### Necessary Special Requirements

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

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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