



ASSISTANT PROCUREMENT DIRECTOR

DEPARTMENT: PROCUREMENT

GRADE: 52

CHARACTERISTICS OF THE CLASS:

Under the general direction of the Procurement Director, performs professional level work in planning, organizing and directing the activities of the Department. Provides general supervision over professional, technical and clerical staff engaged in purchasing, fleet and surplus activities. Aides in directing the procurement function to facilitate timely purchase of required products and services required by the department and the City as a whole. Work includes overseeing formal bid procedure from specification development through preparation of required agenda requests.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assist in the management and supervision of a staff responsible for the City's procurement, fleet management, and surplus management.
2. Establish staff priorities; allocate personnel resources to achieve program objectives.
3. Coordinate delegated procurement activities with other departments, including supervision of procurement staff.
4. Review solicitations and procurement process to ensure compliance with applicable federal, state, and local laws, policies, procedures, regulations and ordinances and assist staff by providing technical guidance and direction.
5. Assists in developing policies, procedures and priorities to meet established goals; helps in coordination of the activities of the department with municipal programs.
6. Recommends hiring, staff development, evaluation and supervision of department personnel; aids in prioritizing Department capital projects and special activities.
7. Develop and conduct internal and external procurement training.
8. Provide support services for information technology systems used to facilitate purchasing.
9. Research market sources and vendors to locate and ensure most cost effective and competitive pricing for the purchase of supplies and services.
10. Assists in short and long range planning and preparation to ensure reliable, continual and quality service.
11. Coordinates requirements and develops specifications for formal bid invitations; reviews certain contract documents for conformance with established City policies and procedures.

12. Receive and evaluate proposals and bids; recommend the award of contracts.
13. Facilitates and coordinates the proposal evaluation committee process, including the adherence to policies and laws, including the State of Florida's Consultants' Competitive Negotiation Act, the ranking and tie breaking process, and recommendation process.
14. Analyze current procurement activities and recommend improvements through more efficient procurement methods, e-procurement, privatization, quantity discounts, standardization, value analysis, cooperative purchasing, etc.
15. Co-develop and assist in prescribing and administering operational procedures governing the procurement functions of all departments, and the disposal, transfer and reutilization of surplus property and equipment.
16. Provides recommendations on acquisitions and disposal of vehicles and equipment; evaluates and modifies vehicle and equipment programs; and repair and maintenance programs.
17. Acts as technical advisor and works in close cooperation with department director for all vehicle and equipment purchases.
18. Assists in preparing department budget; controls expenditures; recommends staffing levels, purchases of major items and equipment; advises the Director on overall needs and department operations; reviews and administers personnel actions.
19. Maintain the integrity of the public procurement process.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

Bachelor's Degree from an accredited college or university with major course work in public or business administration public administration, business law, finance, purchasing or related field; three years of progressively responsible experience in a governmental purchasing operation, including considerable high level supervisory and administrative experience; or an equivalent combination of relevant training and experience.

Preferred Certifications:

Possession of a Certified Professional Public Buyer (CPPB) Certification or equivalent preferred.

B. Knowledge, Abilities and Skills:

Considerable knowledge of principles and practices of large scale governmental procurement along with the laws, policies and procedures that govern public procurement.

Some knowledge of the principles, practices and techniques of administration, organization, budget preparation, personnel management, supervision, training and development, financial administration and public relations.

Knowledge of cost/benefit analysis along with budgetary principles and practices.

Good knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts.

Considerable skill in researching and preparing highly complex specifications, solicitations, and contract documents.

Ability to proficiently use computer software including Microsoft Word, Excel, Power Point, Outlook, Adobe Acrobat Professional, financial accounting systems, and automated procurement software (Preferably Bonfire, or similar systems).

Ability to coordinate, manage, problem solve, strategize, schedule, analyze, and plan.

Ability to use judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature.

Ability to effectively communicate orally and in writing, including the ability to convey complex and technical subjects in a clear, concise, and positive manner.

Ability to establish and maintain effective working relationships with City officials, fellow employees, subordinates, public agencies, contractors, developers, and the general public.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to successfully deal with all persons in a fair and equitable manner.

Possess complete integrity and a high sense of personal and professional ethics.

C. Physical Requirements: 2

D. Environmental Requirements: 2

E. Sensory Requirements: 3, 6, 7, 8, 9