

MAJOR FUNCTION

This is responsible professional and technical work performing various moderately complex purchasing functions that support the specific needs of various City departments. Under the supervision of a senior purchasing agent, 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 or services specifications and scope of work statements. Under the supervision of senior procurement staff, is responsible for carrying out competitive solicitations including Requests for Proposals (RFPs), Requests for Qualifications (RFQual), Request for Quotes (RFQ), and Invitation to Bids (ITB). Liaise with procurement coordinators to support contract development and administration efforts, in consultation with other key City personnel. 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. Reviews requisitions for purchase to ensure they are within the guidelines of Procurement Policy and Administrative Policy and Procedures related to procurement activities. Work requires the use and exercise of independent judgment and initiative in review and evaluation of departmental requests, specifications, and proposals, as well as problem resolution. Work and is performed under the direct supervision of senior procurement staff.

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

Administers purchasing activities for various City departments in accordance with all applicable laws, rules, and regulations. Under supervision or guidance of senior procurement staff, is responsible for developing, issuing and receiving solicitations for competitive bids including Request for Proposals (RFPs), Requests for Qualifications (RFQual), Request for Quotes (RFQ), and Invitation to Bids (ITB). 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 procurement coordinators by assisting in the negotiation and preparation of contractual agreements that provide the most advantageous terms to the City. Provide timely information for expedient resolutions of vendor protest. 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 purchases or recommendation of contract awards. Ensure that official City procurement records are properly maintained and up-to-date in the system of record. 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 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.

In addition to the essential duties listed above, this position may provide 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 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 for other City staff in procurement policies and procedures. Performs related work as required. Ability to work long hours in stressful situations during emergency events.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of the principles and practices of governmental purchasing and ethical standards. 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 analyze and communicate historical purchasing data. Ability to understand and follow complex oral and written instructions. Ability to communicate, compose, formulate, speak, and write with clarity and conciseness. Ability to conduct and preside over small and large meetings. Ability to prepare clear, concise business correspondence and comprehensive reports and recommendations. Ability to establish and maintain effective working relationships with other City departments and suppliers, as required by work assignments. Ability to operate standard office equipment and associated software programs, databases, and applications necessary for successful job performance.

If the incumbent's duty assignment includes a utility department, must possess general knowledge of utility operations, prudent utility practices and generally accepted utility practices, and knowledge of utility purchasing practices and procedures.

Minimum Training and Experience

Possession of a bachelor's degree in finance, marketing, public administration, business administration, or a related field, and three years of relevant professional purchasing experience; 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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