

MAJOR FUNCTION

This is highly responsible professional and technical work performing various very complex purchasing functions that support the specific needs of the various City departments. 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 and contract development and administration. Independently runs, or leads teams of other purchasing agents, in highly complex and/or large dollar value competitive solicitations including Invitations to Negotiate (ITN), Requests for Proposals (RFPs), Requests for Qualifications (RFQual), Request for Quotes (RFQ), or Invitations to Bid (ITB). 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 guidelines of Procurement Policy and Administrative Policy and Procedures related to procurement activities. Provide expert advice and guidance to other purchasing agents or buyers. Work requires the use and exercise of independent judgment and initiative in the review and evaluation of department requests, specifications, and proposals, as well as problem resolution. Work is performed independently and with little or no supervision.

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

Expertly administers purchasing activities for various City departments in accordance with all applicable laws, rules, and regulations. Is responsible for independently developing, issuing, and receiving solicitations for competitive bids that are highly complex, high-dollar value, or the nature of which may be under public scrutiny, including but not limited to: Invitations to Negotiate (ITN), Requests for Proposals (RFPs), Requests for Qualifications (RFQual), Requests for Quotes (RFQ), and Invitations to Bid (ITBs). 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 and providing timely information for expedient resolutions of vendor protest. Serves on and leads 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 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.

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. Assign and review the work of other junior procurement staff on an assignment-by-assignment basis. Performs related work as required. Ability to work long hours in stressful situations during emergency events.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Possess expert knowledge of the principles and practices of governmental purchasing and ethical standards. Expert knowledge and expertise 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. Advanced 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, interpret and communicate historical purchasing data. Ability to communicate complex oral and written instructions to other procurement staff, City department staff, and/or suppliers. Ability to communicate, compose, formulate, speak, and write with clarity and conciseness. Ability to preside over and facilitate complex negotiations between the City staff and potential suppliers; and ability to 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 lead, direct, or supervise the work activities of other procurement staff. Ability to operate standard office equipment and associated programs, databases, and applications necessary for successful job performance. Recommend changes to procurement processes and practices that support the evolving needs of City departments and reflect advanced awareness of current market conditions, availability, and cost.

If the incumbent's duty assignment includes a utility department, must possess advanced knowledge of utility operations, prudent utility practices and generally accepted utility practices, and considerable 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 seven 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.

Possession of one of the following credentials or a comparable certification, is required at the time of appointment: Certified Professional Public Buyer (CPPB); Certified Public Procurement Officer (CPPO); or NIGP Certified Procurement Professional (CPO).

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: 01-14-23
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