

PROCUREMENT OFFICIAL**SUMMARY:**

Under general direction, manages a wide variety of procurement and administrative duties related to City purchasing, warehouse, contract, and surplus activities; exercises considerable independent judgment; prepares reports; develops procedures; and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(which are **not** in any hierarchical order)*

1. Prepares and evaluates sealed bids, negotiates contracts and makes award recommendations.
2. Prepares Requests for Proposals, Requests for Qualifications and Requests for Information; and Invitation to negotiate, evaluates submissions, facilitates committee selection and review, compiles matrixes, negotiates contracts and makes award recommendations.
3. Responsible for the disposal, selling, or transfer of all surplus property including the sale or auction of land.
4. Prepares detailed reports on procurement activities as required by ordinance and administration.
5. Assists in procurement card administration through policy recommendations, monitoring of transactions and reporting.
6. Conducts bid openings and pre-conferences for Invitation to Bid, RFP's, ITN's and all formal solicitations.
7. Administers compliance on awards, compiles addendums, and authorizes Letter of Intent and Notice to Proceed notifications.
8. Supervises purchasing and warehouse staff, trains employees on procurement, warehouse, and contract policies and procedures.
9. Develops and reviews policies and procedures for all procurement activities to maintain economy and efficiency of operation.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service in a fast pace environment.
11. Administers and monitors the Consultant Competitive Negotiation Act (CCNA) program for the pre-qualification of architects and engineers including special requirements for construction bids.
12. Creates, maintains, and monitors contracts for disaster preparedness while serving as the Logistics Chair in the event of a disaster, coordinates with FEMA and other agencies.
13. Chairs and facilitates meetings for conferences, evaluations, protests and presentations to City Commission, resolves and negotiates all protests in regard to procurement.
14. Provides liaison between vendors, contractors, and City officials.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern principles and practices of large scale governmental procurement and materials management.
- Thorough knowledge of supply sources, price trends, and market conditions for a wide variety of commodities.
- Thorough knowledge of local, state, and federal regulations governing municipal procurement and sale activities.
- Knowledge of techniques and requirements for preparation of specifications for contractual services, materials, and equipment.
- Knowledge of accounting principles and practices as they relate to budget preparation and administration, and procurement and maintenance of perpetual inventory/record keeping systems.
- Ability to plan, organize, and direct the work of professional, technical and clerical support personnel.

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- Ability to analyze commodity requirements, interpret market prices and trends, and apply interpretations to procurement issues.
- Ability to prepare specifications and analyze bids for professional services, materials and complex technical equipment.
- Ability to negotiate contracts for professional services, supplies and equipment.
- Ability to develop and maintain procurement and materials management policies, procedures, and systems.
- Skill in creating and executing complex documents such as Request for Proposals and Invitation to Negotiate.
- Skill in purchasing and warehouse operations.
- Ability to interpret and make decisions in accordance with laws, ordinances, rules, regulations, and policies governing the purchase and contracting of commodities and services for the City.
- Ability to produce and communicate technical documents effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is frequent need to stand, stoop, walk, sit, lift light objects (up to 10 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Purchasing, Materials Management or a directly related field and five (5) years government procurement or related experience, or any equivalent combination of training and experience. Two (2) years of supervisory/managerial experience, required. Certified Professional Public Buyer, Certified Public Purchasing Officer or Certified Purchasing Manager, required. A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.