

City of Kissimmee, Florida

Classification Description

Classification Title: Procurement Manager

Department: Procurement

Pay Grade: 22

FLSA Status: Exempt

General Statement of Job

Under limited supervision, this position manages and supervises the City's procurement program and contract management. Develops, plans, prioritizes, and administers the City's purchasing activity to procure quality goods and services. Develops, negotiates and administers contracts for procurement of goods and services. Monitors activity relative to contract provisions and insures compliance with applicable state and federal regulations including FEMA as well as City policy. This is a disaster essential position which will report to the Emergency Operation Center before, during, and/or after a disaster event as required. This position reports to the Assistant Finance Director.

Specific Duties and Responsibilities

Essential Functions:

Directs and manages the City purchasing policies and ensures compliance with state and federal laws including FEMA requirements.

Supervises Procurement Coordinator

Under the Assistant Finance Manager, manages procurements and expenditures for all activities of the City.

Negotiates prices for purchasing commodities, materials, and services.

Performs and/or assists in performing annual inventory counts, reconciliations, and adjustments.

Assists in the preparation of cost information for the annual City budget.

Reviews and makes recommendations to the City Commissioners regarding contracts, agreements, grants, interlocal agreements, major change orders, and other procurement related matters.

Manages the bid process from specification, advertisement, pre-bid conferences, addendums, review of submittals, evaluation process, tabulation of award, negotiation preparation, draft contracts and/or assists user departments with contracts for review of the City Attorney and City

Manager's Offices.

Responsible for the oversight of City issued purchasing cards and yearly P-Card inventory.

Reviews monthly P-Card transaction reconciliation.

Prepares and/or assists in the preparation of agenda items for contracts and surplus/disposals.

Communicates with bidders, educating them on City purchasing policies, City procedures, and the bid process.

Facilitates and/or represents the City at a variety of meetings, public events, training sessions, committees, and or other related events regarding Purchasing activities.

Provides technical guidance to staff, senior management and/or other interested parties.

Minimum Education and Training

Graduation from an accredited four-year college or university with a degree in Management, Business Administration, Public Administration or a related field. Five or more years of experience with a governmental agency or experience related to purchasing procedures. A two- year AA/AS degree in Management, Business Administration, Public Administration or a related field, certifications in related field and seven years or more experience and training may be substituted for minimum four-year college degree. PPO (Public Purchasing Officer) or CPPO (Certified Public Purchasing Officer) procurement certification preferred.

Minimum Qualifications and Standards Required

Skill Requirements

Extensive knowledge of procurement principles and practices

Knowledge of accounting principles as they relate to procurement and inventory

Knowledge of City governmental accounting, organization, and functions

Ability to perform mathematical calculations

Knowledge of Emergency Operations Center functions and general practices

Strong oral and written communication skills

Ability to negotiate and interpret contracting requirements

Ability to manage multiple projects at one time

Strong strategic, analytical and organization skills

Ability to maintain highly effective working relationships

Ability to manage and supervise staff

Ability to delegate and prioritize work

Knowledge of product and service research methods

Basic budgeting principles

Ability to use computer and related software applications

Ability to analyze market prices/trends to anticipate possible impending changes to prices or supplies