



CITY OF BOCA RATON
invites applications for the position of:
**Assistant Purchasing
Manager**

SALARY: Depends on Qualifications

OPENING DATE: 05/12/17

CLOSING DATE: Continuous

JOB DESCRIPTION:

ATTENTION: To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous employment history, if applicable. In the event the applicant has not been employed for ten (10) continuous years, all time for the ten (10) year period prior to the date of application must be accounted for including periods of school, unemployment and retirement.

Hiring Range:

\$70,000 - \$90,000, Dependent on Qualifications

GENERAL DEFINITION OF WORK:

Performs advanced professional, administrative and supervisory work planning, managing, directing and coordinating purchasing activities. Professional work includes reviewing procurement solicitations, contracts and work orders; procuring a variety of services, supplies, materials and equipment; and performing related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS:

Plans, assigns, supervises and reviews the activities of purchasing division staff involved in procurement and contracting activities;
Drafts, reviews, and negotiates contracts
Develops, researches, and reviews specifications, terms and conditions, and related information;
Develops, prepares, reviews, and processes requests for proposals (RFPs), bids, requests for quotations (RFQs) and other procurement solicitations;
Assists departmental representatives regarding the development of project documents and contract negotiations;
Reviews, analyzes, and evaluates proposal submittals, bids and other responses;
Interfaces with the City Attorney's Office, departments, vendors, and others regarding contracts, and other documents.
Monitors contracts
Assists the departments in contract management;
Processes purchase requisitions and issues purchase orders;
Conducts bid openings, pre-bids and other meetings in accordance with the State, County and City regulations;
Acts as chairperson for selection committees;
Researches and utilizes cooperative purchasing and intergovernmental contracts;
Advises the purchasing staff, departments and vendors on procurement policies and procedures;
Ensures compliance with State, County and City purchasing regulations

Serves as manager of division in the absence of the Purchasing Manager

RELATED TASKS:

Negotiates, prepares, analyzes and revises contracts to which the City is a party;
Develops training and standard operating procedures for the purchasing division staff;
Keeps abreast of changes in policies, regulations and directives to determine effect on overall operations;
Handles unique and complex procurements and develops solutions to contractual problems;
Develops plans for accomplishment of assigned functions to meet priorities and deadlines;
Maintains assigned annual contracts for various services and commodities utilized by the City Departments;
Performs analysis and research assignments;
Performs related tasks as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public purchasing principles and practices, markets, laws relating to public purchasing and intellectual property (including Consultants' Competitive Negotiation Act); the use of various construction delivery methods; contracts and other procurement documents; and standard office procedures, practices and equipment. Ability to exercise discretion and judgment in performing the procurement function; to draft, review contracts, and modify terms and conditions in the best interest of the City; to express ideas clearly and concisely both orally and in written form; to negotiate effectively; to supervise and review the work of others; to handle multiple tasks concurrently and prioritize workload; to establish and maintain effective working relationships with City officials, vendors, and the general public; able to use Microsoft Word, Excel & Outlook and ability to learn and effectively utilize the City financial software (SunGard Naviline) and electronic bidding software (IonWave).

EDUCATION AND EXPERIENCE:

Must have a Bachelor's degree from an accredited college or university in Public or Business Administration or a closely related field and five (5) years of experience in the procurement of materials, equipment and supplies; and the development and review of contracts with at least three (3) years of that experience in a government environment. Experience in procurement of construction, professional services and complex projects is required. Experience in procurement of information technology hardware, software is preferred. A CPPO, Certified Purchasing Manager, Certified Contract Negotiator, CPPB, or other advanced certification in procurement and/or contract administration is required. Some supervisory experience with training is preferred.

SPECIAL REQUIREMENTS:

Possession of a valid State of Florida Class "E" driver's license with no more than six (6) points in the last three (3) years.

Be advised that during emergency conditions, this position may be considered an essential personnel position and is subject to being called to work in the event of a disaster, such as a hurricane or other emergency situation and essential personnel are expected to perform emergency service duties, as assigned.

FINANCIAL SERVICES

Rev. 05/11/17

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.myboca.us>

Position #01879
ASSISTANT PURCHASING MANAGER
GW

201 W. Palmetto Park Road
Boca Raton, FL 33432
561-393-7804

Assistant Purchasing Manager Supplemental Questionnaire

- * 1. Each applicant must complete this supplemental questionnaire as a part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
 - Yes
 - No

- * 2. Do you have a Bachelor's degree or higher from an accredited college or university in Public or Business Administration or a closely related field?
 - Yes No

- * 3. How many years of experience do you have in the procurement of materials, equipment and supplies; and the development and review of contracts?
 - Less than 5 years
 - 5 years
 - 6 - 7 years
 - 8 - 9 years
 - 10 years or more

- * 4. How many years of documented work experience do you have in government environment?
 - Less than 3 years
 - 3 years
 - 4 -5 years
 - 6 years or more

- * 5. Do you have supervisory experience in the procurement field?
 - Yes No

- * 6. If you answered "Yes" to question 4, how many years of supervisory experience do you have in the procurement field?
 - Less than 1 year
 - 3 years
 - 4 - 5 years
 - 6 or more years

- * 7. In your supervisory role, detail the work products that you regularly reviewed.

- * 8. Which of the following certifications do you possess? Please check all that apply. If you select 'Other type of procurement certification', please clearly identify the certification on your application or resume.
 - Certified Purchasing Manager (ISM)
 - Certified Professional Public Officer (CPPO)
 - Certified Professional Public Buyer (CPPB)
 - I do not have any certifications in procurement.
 - Other type of procurement certification.

- * 9. Do you have procurement experience in construction, professional services and other complex projects?
 - Yes No

- * 10. Which of these items do you have experience working with? Please select all that apply.
 - A. Drafting, authoring and issuing sealed bid solicitations for equipment and general services with award amounts greater than \$100,000
 - B. Drafting, authoring and issuing sealed bid solicitations for construction (vertical or horizontal) with award amounts greater than \$500,000
 - C. Reviewing, authoring and issuing complex addendums for construction bids.
 - D. Drafting and issuing RFP solicitations in accordance with the Florida Consultant's Competitive Negotiation Act or similar qualifications based state statute.
 - E. Drafting, authoring and issuing RFP solicitations for Construction Manager at Risk.
 - F. Drafting, authoring and issuing RFP solicitations for Design Build.
 - G. Drafting, authoring and issuing RFP solicitations for professional services (architects and engineers) with design fees greater than \$75,000.
 - H. Reviewing and commenting on Work Orders (scope proposals) for professional services (architects and engineers).
 - I. Review and final approval of sealed bids authored by buyers/other procurement staff in your department.
 - J. Review and final approval of request for quotes authored by buyers/other procurement staff in your department.
 - K. Acted as the named chairperson for RFP evaluation team/selection committee.
 - L. Reviewing, modifying and drafting terms and conditions that are incorporated with a vendors quote form that supersedes the agency purchase order.
 - M. Reviewing sole source procurements
 - N. Reviewing and validating the use of other governmental awards for piggyback.
 - O. Reviewing and negotiating terms and conditions directly with the vendor for software license agreements.

- * 11. Within the last five (5) years, on average per year, approximately how many sealed bid or RFP solicitations for equipment and general services did you author and solicit per year as the named buyer? Please select as applicable.
 - Averaged less than 3 sealed bids/RFP's per year for equipment and general services
 - Averaged 3 – 5 sealed bids/RFP's per year for equipment and general services
 - Averaged 6 – 10 sealed bids/RFP's per year for equipment and general services
 - Averaged 11 – 15 sealed bids/RFP's per year for equipment and general services
 - Averaged more than 15 sealed bids/RFP's per year for equipment and general services
 - Not Applicable

- * 12.

Within the last three (3) years, approximately how many sealed bid solicitations for construction (vertical or horizontal) did you author and solicit as the named buyer? Please select as applicable.

- Less than 5 during past three years
- 5 - 10 during past three years
- 11 - 15 during past three years
- 16 - 20 during past three years
- More than 20 during past three years
- Not Applicable

* 13. Within the last three (3) years, approximately how many work orders did you review and comment on for professional services (architects and engineers). Please select as applicable.

- Less than 5 during past three years
- 5 - 10 during past three years
- 11 - 15 during past three years
- 16 - 20 during past three years
- More than 20 during past three years
- Not Applicable.

* 14. If you have experience reviewing and commenting on other buyers work products in your department, on average how many work products do you review and comment on each month?

* 15. What have you done to improve your purchasing knowledge within the last year (i.e. training, education, etc.)?

* 16. To be considered for employment with the City of Boca Raton, applicants must provide at least ten (10) years of continuous history. Did you account for the last ten (10) year period including all employment, periods of inactivity, school and/or retirement?

- Yes No

* Required Question