

**Orange County Administrative Services Department
Procurement Division**

**Purchasing Agent
Job Code: 20364**

Overview

The Administrative Services, Procurement Division is seeking to fill the Purchasing Agent position that is responsible for review, analysis, formulation and enforcement of formal written contractual agreements for the County's procurement of commodities and services. This position is responsible for ensuring the County's contractual procedures are properly applied to ensure maximum effective and efficient control of contracts in accordance with Federal, State and County laws and regulations.

Representative Duties /Assignments

- Manages procurement responsibilities involving contractual professional services, commodities and services.
- Researches and develops specifications, scope of work, contractual terms and conditions, bid forms, drawings and contracts.
- Develops strategy and negotiates contract price, terms and conditions in the best interest of Orange County.
- Reviews and interprets insurance certificates, bid, payment and performance bonds to ensure contractual compliance.
- Seeks maximum competition in expenditure of public funds while maintaining a reputation for fairness and integrity.
- Provides support and guidance to all users in procurement matters.
- Advises, trains and serves as liaison to all departments on procurement procedures.
- Coordinates with legal and risk management staff to implement, review and administer special contractual conditions for protection of the County.
- Conducts pre-and post-award conferences, coordinates and participates in protest hearings and procurement committees.
- Administers and enforces contract performance to ensure strict compliance to contract terms and conditions.
- Develops and implements tools to assist in gathering and analyzing data for contracting reports.
- Prepares support material necessary for Board of County Commissioners approval of contracts including the preparation of agenda items.
- Performs analysis to support price reasonableness of procurement.
- Researches and advises users on market trends, new products and services, developments and alternative sources of procurement.
- Performs market research to ensure justification for sole source procurements and product standardization.

- Audits end user issued delivery orders to ensure compliance and proper use of contract.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's degree from an accredited institution in Business or Public Administration, Finance, Accounting or a closely related field and three years of experience in contract management and procurement or an equivalent combination of relevant education or experience.

Preference

Address: Internal Operations II, 2nd Floor, 400 E South St, Orlando, FL 32801

Posting Date: 11/13/17 - Closing Date: 12/31/17

Salary: \$51,334.40

Apply at: www.ocfl.net