



CITY OF PARKLAND

PROCUREMENT DIRECTOR

Salary: \$45.08 - \$73.26 Hourly

\$93,777 - \$152,388 Annually

Job Type: Full Time Employee

Location: City Hall / 6600 University Dr., Parkland, FL 33067, Florida

Note: This position will be available October 1st, 2017

DISTINGUISHING FEATURES OF THE POSITION

This is a highly responsible technical and administrative position in managing the day to day operation of a centralized purchasing system with the responsibility of carrying out the procurement process for soliciting construction and professional services, as well as other goods and services. Directs and coordinates all the activities of the Purchasing division.

FUNCTIONS & DUTIES

As Procurement Director:

- Establish the overall strategic and tactical direction of the Purchasing function.
- Prepare technical bids, attend or conduct pre-bid meetings and bid openings, analyze bid responses, prepare tabulation of bids, prepare and consolidate items for Commission Agenda.
- Oversee and review purchasing function in accordance with policies, City ordinances, and applicable laws.
- Approve requisitions and purchase orders for compliance with Purchasing Ordinance.
- Monitor contract administration and vendor performance, extensive interaction with vendors.
- Assist and confer with departments to determine purchasing needs and specifications.
- Approve purchase orders and change orders.
- Develop and establish measurable metrics for a centralized Purchasing function for the City.
- Drive innovative approaches to the Purchasing function and lead the development and implementation of improved processes through the use of modern technology.
- Develop and establish results-based methodologies to increase efficiencies and maintain an overall culture of cost effectiveness.
- Design, develop and maintain policies and procedures for project management initiatives.
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- Establish guidelines that will assure successful audit outcomes for the Purchasing department.
- Ensures the development and maintenance of all vendor relationships for the continuous supply of quality products and services.
- Negotiates and supervises vendor contracts for optimal product quality and most competitive pricing available.



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- Work in a consultative capacity with other departments in managing large City projects with respect to purchasing activities.
- Foster positive employee relations and employee morale on a City-wide basis

EDUCATION / CERTIFICATION:

- Bachelor's Degree in Business Administration, Finance, Marketing, or a closely related field.
- Professional Certification such as: Certified Professional Public Buyer (CPPB), Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (CPM) or accreditation in the National Institute of Government Purchasing Agents (NIGP) preferred.

REQUIRED KNOWLEDGE:

- Purchasing principles, methods and procedures including legal requirements of governmental purchasing.
- Proficient with computer programs including Microsoft Office.

EXPERIENCE REQUIRED:

- Minimum of five years' experience, 7-10 preferred, in purchasing, buying or other government procurement activity

SKILLS / ABILITIES:

- Ability to prepare written and oral reports.
- Ability to manage and prioritize routine, specialized and complex assignments and problems utilizing knowledge acquired through prior education, training and experience.
- Ability to communicate effectively in oral and written form.
- Ability to adapt to an evolving and continually improving environment.