MAJOR FUNCTION

This is advanced professional work requiring both administrative and technical expertise. This position is responsible for leading strategic sourcing efforts for City-wide or department specific needs. Provides administrative and operational support in the management of vendors and contracts for an assigned portfolio of vendors and City departments. Work involves the negotiation, development, execution, and management of contracts, including legal compliance. Work involves internal and external communications and managing vendor relationships. Assists with the development and implementation of procurement policies, plans, and programs. Responsible for cost and price management based on existing City contracts, cooperative contracts, or state-term contracts. Lead and coordinate supplier relationship management and conduct market research on potential and new suppliers. An individual in this position is expected to work independently and lead others in carrying out specific program responsibilities and exercise independent judgment to meet program objectives. Conducts financial analysis of City-wide purchasing trends and communicates this to the Procurement Director. Work is reviewed through reports, conferences, and results of established program objectives.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES

Essential Duties

Responsible for managing all aspects of a portfolio of contracted suppliers, including oversight of contracts and vendor performance management, and acting as a liaison between City departments and suppliers. Responsible for negotiating contracts with suppliers, either as part of a competitive solicitation process or part of post-solicitation contract development. Responsible for post-solicitation contract development and execution, in coordination with awarded suppliers and staff from multiple City departments. Responsible for analyzing and monitoring vendor performance against contractual obligations, as well as implementation of corrective actions if necessary. Establish and maintain effective vendor relationships, including the on-boarding of new suppliers and maintaining the existing library of suppliers. Conduct financial analysis of City-wide purchasing trends and communicates this information to the Procurement Director. Reviews proposed federal, state, and local rules and regulations and develops independent analyses regarding impacts on City operations. Assists in the development of procurement policies that impact City operations. Participates in strategic sourcing efforts in the development of citywide procurement programs. Conducts literature reviews, analyzes research data and prepares reports to support purchasing initiatives. Assists in the establishment of goals and performance measures for program measurement and verification. Confers with department directors, managers and procurement staff for establishment of procurement initiatives and programs affecting all city departments. Develop training material and conducts training sessions for employees and vendors. Directs data collection and analyses, recommends process changes where applicable to department management staff, and document process. Conducts utilization and price compliance analysis on citywide contracts. Assist with procurement compliance reviews/audits. Certifies local vendors for inclusion in the City local business program. May also review bids, proposals and purchasing transactions to ensure compliance with various procurement preference programs. May conduct site visits to confirm vendor certification information. Compile data and prepare written reports for management review on vendor protest, complaints, and public record request. Assist in the development of contract documents and review citywide term contract solicitations and contract documents for quality control. Leads project teams and assigns or delegates responsibilities to team members. Performs related work as required.

Other Important Duties

Works with the consolidated City-County Minority, Women, & Small Business Enterprise (MWSBE) office.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities, and Skills

Considerable knowledge of large-scale purchasing methods and practices. Considerable knowledge of various contract methods and procedures and of the laws, rules, and regulations effective in the City governing the purchase of commodities and services. Considerable knowledge of the supply management environment and strategic sourcing methods. Considerable knowledge of governmental p-card programs, surplus disposal and accounts payables methods and procedures and the laws, rules and regulations associated with these programs. Considerable knowledge of cost and price management techniques to ensure compliance with contractual terms and provide cost savings to the City. Considerable knowledge of the City's organization and its functions, services, ordinance, policies, and procedures. Ability to review, analyze, and apply federal, state, and local procurement and prompt pay rules and regulations. Knowledge of databases and skill in use of office software. Ability to conduct independent studies and analyze complex information. Ability to read and comprehend technical manuals. Ability to manage multiple projects concurrently. Ability to lead committee and group meetings. Ability to present information effectively, in oral and written communications. Ability to exercise sound, independent judgment. Ability to prepare comprehensive reports and recommendations. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to lead, train and direct the work activities of others.

Minimum Training and Experience

Possession of a bachelor's degree in finance, marketing, public administration, business administration, or a related field, and seven years of relevant professional procurement experience in a government organization, or an equivalent combination of training and experience.

Necessary Special Requirements

Possession of one of the following credentials or a comparable certification, is required at the time of appointment: Certified Public Procurement Officer (CPPO); NIGP Certified Procurement Professional (CPP), Certified Supply Management Professional (CSMP) or Project Management Professional (PMP).

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Must possess a valid Class E State driver's license at time of appointment.

Established: 01-14-23