



TOWN OF SURFSIDE PROCUREMENT COORDINATOR

DEPARTMENT: FINANCE

PART TIME NON-EXEMPT

GENERAL DESCRIPTION:

Performs a variety of routine and complex administrative, technical, and professional work in analyzing and administering all the various components of the Town's purchasing functions. Works under the general supervision of the Assistant Town Manager / C.F.O. or designee.

ESSENTIAL JOB FUNCTIONS:

1. Consults with departmental personnel on procurement needs, provides technical assistance, advises of equipment supplies, services and purchasing procedures as established.
2. Assists with the entry and/or review of requisitions entered into the Town's Financial Management System (FMS) including change orders to existing Purchase Orders (PO).
3. Makes Town aware of new co-op contracts, state contracts, piggyback opportunities, and non-compliance issues.
4. Assists departments in preparing bid specs and documents, formatting final specifications product to be advertised for bids or RFPs.
5. Assists with bid openings and tabulations. Summarizes bids submitted evaluating bids for non-compliance and assists in vendor research, technical compliance, and recommendations for award.
6. Conducts vendor product or facility research as directed, obtaining and analyzing data to forecast future price trends, to determine availability of products, to review new products and evaluate substitutions, as well as performing life cycle cost analysis.
7. Reviews repetitive purchases for incorporation into contracts which are economically advantageous.
8. Obtains formal quotations as per established procedures via telephone or written quotations or formal bid process as directed.
9. Analyzes buying patterns and reviews alternate sources, survey markets to determine the best source, new sources, market conditions, and trends.
10. Maintains all purchasing records. Generates reports to management as required.
11. Has daily contact with vendors, representatives and departmental personnel in order to obtain information relative to work assigned, and advises of new market products.
12. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

MINIMUM QUALIFICATIONS:**KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of procurement practices and techniques, public or private, including purchasing, quality control, value analysis, qualitative and quantitative techniques, and life cycle costs.
- Knowledge of purchasing laws and regulations.
- Knowledge of computers and computerized procurement systems.
- Knowledge of current methods and techniques utilized in contract administration and cost analysis.
- Ability to analyze a variety of purchasing problems and make sound recommendations as to their solutions.
- Ability to prepare RFPs, RFQs, and Bid Specifications.
- Ability to exercise good judgment in applying and interpreting policies and procedures.
- Ability to express factual information and ideas effectively, orally and in writing.
- Ability to establish and maintain effective working relationships with vendors, other employees, purchasing associations, and the general public.

EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a degree in Purchasing, Accounting, Public Administration, Business Management or a closely related field, and two years of experience in a purchasing capacity, or any equivalent combination of education and experience. Certification as Certified Professional Public Buyer (CPPB), Certified Purchasing Manager (CPM) or Certified Public Procurement Officer (CPPO) is preferred. Experience in computerized financial systems a plus, preferably Tyler Incode.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATONS OR REGISTRATIONS:

CPPB, CPM or CPPO is preferred.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS :

- Works inside in an office environment.
- Frequent site visits to projects under construction in Town.
- Travel to local and state meetings.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: New 02/02/2021

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature: 