



Town of Medley
invites applications for the position of:

Procurement Specialist

SALARY: DOE (Exempt)

DEPARTMENT: Capital Projects and Economic Development

SECTION: Procurement

OPENING DATE: 10-28-19

CLOSING DATE: 11-12-19

SUMMARY OF RESPONSIBILITIES: This position is responsible for coordinating, organizing, planning and prioritizing the purchasing and procurement process for the Town of Medley Capital Projects and Economic Development (CPED) Department. Responsibilities include, but are not limited to overseeing, conducting, and managing the formal and informal bid process for all purchase, construction/repair and professional services contracts, purchasing transactions and contract negotiations; ensures legal/policy compliance for capital expenditures; reporting results, preparing recommendations for bid or proposal awards to for purchase and construction/repair contracts; oversees the maintenance of procurement documentation and recordkeeping for auditing financial analyses; reviewing/authorizing purchase/construction/maintenance contracts; works with various Departments to develop customized bid specifications for procurement items; coordinating with Finance Department for funding availability/spending authority; evaluates vendors for proper credentials and ensures that each vendor meets the applicable criteria; advising divisions/departments about purchase and construction/repair contracts specifications/purchasing processes; working knowledge of the CPED vendor management system, including maintaining contract files, vendor information, processing invoices for approval of payment. Operating under general supervision of the Director of Capital Projects and Economic Development, work is performed in accordance with the Town of Medley Procurement Ordinances, Policies and Procedures, and the State regulations governing such activities

EXAMPLES OF DUTIES:

- Provides accurate/timely reports to supervisor, in all areas of responsibility;
- Monitors contractors for satisfactory performance and budgetary compliance;
- Processes requisitions for departmental budgetary expenditures;
- Process vendor invoices;
- Maintain vendor contract files;
- Maintains data base on vendor invoices and project related expenditures
- Coordinates the acquisition of Departmental supplies needs;

- Pursues/evaluates/implements procedural and statute changes and implements technological *Procurement Specialist*
- advances relevant to Purchasing Section needs;
- Coordinates Purchasing related work with other departments, contractors, and agencies to assure smooth workflow and minimal down time;
- Prepares/reviews/approves/negotiates Purchasing contracts relevant to CPED department needs to assure that the Town of Medley obtains the greatest overall cost benefit for services/products;
- Assures technical consultation and support with the Finance Department.

TYPICAL QUALIFICATIONS:

Education and Experience:

- A. Graduation from a four (4) year accredited university/college with a bachelor's degree in Business Administration, Public Administration or related field, a minimum of five (5) years of progressively responsible procurement operations experience; **OR**
- B. Graduation from an accredited two (2) year university/college or technical institute with a degree/certification in Business Administration, Public Administration or related field, a minimum of seven (7) years of progressively responsible experience as defined in (A) above and a minimum of two (2) years of supervisory experience;

Licenses and Certifications: Must possess and maintain a valid Florida Driver's License. Certified Local Government Purchasing Officer, Certified Public Purchasing Officer is preferred

SKILLS, WORK ENVIRONMENT AND HOURS:

Knowledge, Skills and Abilities: Thorough knowledge of Florida General Statutes/local ordinances and regulations governing the purchasing of materials/supplies/equipment; thorough knowledge of modern purchasing methods/procedures; thorough knowledge of sources of supply and price trends; good knowledge of accounting in relation to procurement and purchasing; good knowledge of supervisory concepts and practices; skill in developing bid specifications/evaluating bids; skill in using a personal computer and applicable software (MS Office Suite a must); ability to interpret/explain intricate laws and procedures relating to the procurement and purchasing process; ability to process/complete necessary records/reports; ability to develop and maintain effective working relationships with public vendors, government officials, and all levels of employees.

Physical Demands: Must be able to perform the essential functions of the position.

Work Environment: Work is performed in an office environment with minimal safety hazards.

Hours of Work: Monday - Wednesday, 8:00am to 6:00pm
 Thursday, 8:00am to 5:30pm
 Office is closed on Fridays

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*****This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change. *****