

MAJOR FUNCTION

This is the principle position responsible for the strategic planning, direction and oversight of the City's Procurement Services including competitive solicitations, purchasing card program, vendor management and contract administration operations to achieve the strategic mission of the organization. Work includes developing and promulgating citywide procurement policies and procedures; drives, value, transparency, efficiency in how the City acquires goods and services and ensuring compliance with applicable municipal state, and federal requirements.. The Director exercises broad discretion and independent judgement in carrying out the mission of the Procurement Services Division. Work is mission critical and part of internal services operations performed under the general direction of the Assistant City Manager.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Oversees the full lifecycle of the procurement activities, including solicitations, evaluations, negotiations, contract award and vendor performance management. Plans, directs and manages the day to day operations of the Procurement Services Division, including administering the city-wide purchase card program.. Supervises division staff including prioritizing and assigning work; ensuring staff are trained; conducting performance evaluations; and making recommendations regarding hiring, promotion, discipline, termination. Oversees and directs the negotiation, preparation, execution, and administration of complex and high-risk procurements, including contracts, ;. , Request for Proposal (RFP), Invitation to Bid (ITB) and Invitation to Negotiate (ITN). develops Assists buyers and City department/division staffs in the preparation of bid packages, requests for proposals, procurement contracts, amendments and other related procurement documents. Maintains and promulgates necessary city and division purchasing policies and procedures in accordance with appropriate municipal, state, and federal codes, ordinances, resolutions and regulations. Provides advice on the interpretation of the procurement policy and procedures. Provides policy training to procurement and city department staff. Identifies and implements improvements to process, procedures and systems to increase the efficiency and effectiveness within the supply chain. Works with Enterprise Resource Planning and Technology and Innovations Department staff to test, implement, train and maintain all procurement systems. Resolves problems and concerns from vendors, other City departments and the public. Facilitates the resolution of bid protests and contract discrepancies and issues terminations as required. Attends and participates in meetings of city staff, department directors, managers, and commissioners. Recommends the selection, transfer, lay-off, recall, promotion, discipline or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Oversees the City's Vendor Grievance process. Participates on boards and Interdepartmental workgroups. Assists executive leadership with special projects and initiatives with special projects and initiatives as assigned. Supports emergency response and recovery. Maintains records and ensures transparency of all purchasing activities..

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of governmental purchasing, contract administration and procure-to-pay practices.. Thorough knowledge of applicable municipal, state, and federal laws, rules and regulations governing procurement and account payable activities. . Thorough knowledge of modern procurement systems, and automation tools. Considerable knowledge finance, accounting practices,

budgeting, and business administration as they relate to public sector procurement.. Ability to plan, organize and direct the work of professional and support staff.

. Ability to initiate and evaluate administrative programs, procedures, and systems. Ability to manage complex negotiations and resolve high-risk procurement issues. Ability to communicate clearly and effectively, orally and in writing. Ability to establish and maintain effective working relationships with City officials, staff, vendors, and the public. Demonstrates leadership values and management practices consistent with the City's goals and organizational culture.

Minimum Training and Experience

Possession of a bachelor's degree in marketing, business administration, financial accounting or a related field, and seven years of progressively professional and administrative experience in a comparable organization including five years in a supervisory capacity, or an equivalent combination of training and experience.

Necessary Special Requirement

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.

Established: 02-05-97

Revised: 07-20-99

05-14-09

09-28-19

04-29-22

12-15-25