

# CCC PURCHASING OPERATIONS OFFICER

Job Code	Pay Grade
18876	150

## **Nature of Work**

This is a highly responsible position in the field of procurement for the Pinellas County Clerk's Office. An employee in this class is responsible for organizing, coordinating and directing the major programs and activities required for the procurement of goods and services. Duties include the coordination of all procurement activities, recommendations of goals, policies/procedures, administration of the Clerk's Purchasing Card, Safety Committee and Disaster Preparedness programs.

## **Minimum Qualification Requirements**

- 5 years of progressively responsible work in procurement; or
- Associate's degree in public or business administration, or a related field and 3 years of progressively responsible work in procurement; or
- Bachelor's degree in public or business administration or related field and 1 year of experience as described above; or
- An equivalent combination of education, training, and/or experience.

## **Appointing Authority May Also Require**

- Florida Drivers License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

## **Illustrative Tasks (These are examples and are not all inclusive.)**

- Assists director by performing the functions relating to the day-to-day sourcing and purchasing of goods and services, special projects and provides professional representation in purchasing negotiations for Clerk of the Circuit Court departments.
- Provides staff training and development to ensure a professional and ethical public procurement function.
- Administers the Clerk's Purchasing Card, Safety Committee and Disaster Preparedness Programs.
- Recommends and implements changes in policy and procedures, enhancements to bidding and procurement applications as necessary to meet requirements.
- Prepares departmental reports relative to costs, quality, quantity, value, trends, and systems.
- Confers and corresponds with departments and vendors, providing information concerning department operations and explains policies and procedures.
- Reviews and approves specifications used for soliciting bids, reviews bids, negotiates for best bid and makes recommendations for bid awards.
- Advertises bids and solicits quotations, sets up pre-bid conferences as required and presides over bid and purchase process.
- Performs in-depth research and analysis of procurement requirements and maintains records of procurement activities and contracts.
- Prepares purchase orders, schedules delivery dates, and follows up on all purchased items and deliveries.
- Initiates and maintains contracts for goods and services.
- Coordinates purchasing card training, internal controls and reporting requirements for the purchasing card program.
- Coordinates and promotes e-payable initiative with vendors.
- Performs related work and assignments as required.

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## Knowledge, Skills and Abilities

- Knowledge of Best Practices and procedures in the field of procurement, bid processes and contract negotiations.
- Knowledge of accounting principles as they relate to procurement.
- Knowledge of automated applications and systems such as Oracle and other procurement and bid applications, such as BidSync.
- Ability to prepare bids and conduct negotiations, interpret contract requirements, and other related legal documents.
- Ability to be persuasive as a facilitator and negotiator.
- Ability to prepare written and oral reports on procurement practices.
- Ability to perform value analysis, cost/benefit comparisons and related computations.
- Ability to maintain accurate records for procurement related activities.
- Ability to effectively communicate in a professional manner with vendors, departments, and directors in all phases of work responsibilities.

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Revised	EEO Code	Overtime Code
2/14	Officials & Managers	Exempt