



## **Procurement Analyst Coordinator**

**Category:** Classified/Excluded  
**Pay Grade:** C25  
**Job Code:** 08458

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

This is professional work requiring the incumbent to perform purchasing work independently as an individual contributor on the complete range of pre-award and post-award procurement functions. Tasks include both standard and complex initiatives to procure commodities, services, equipment, and supplies for Pinellas County. The incumbent may perform negotiated procurement and complete tasks encompassing the full range of procurement services. The incumbent is required to exercise considerable independent judgment and initiative in developing contract specifications, bid and proposal solicitation, contract monitoring and administration; however, very critically important and sensitive determinations and decisions may require guidance and coordination at a higher-level. The incumbent applies rules, regulations, and policies with a high degree of professionalism and independence throughout the procurement process. An incumbent may continue to perform Procurement Analyst Coordinator functions for an indefinite time or non-competitively advance to Procurement Analyst, Lead at the discretion of the Appointing Authority. The position reports to a manager, supervisor or designee.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Delivers procurement support and services by teaming with various County department users to determine means and methods for requesting and completing procurement orders of commodities, materials, supplies and equipment;
- Administers bidding and proposal process and contracts for supplier performance/compliance within established limits (for example, analyzes and organizes data to prepare specifications, evaluate bids and proposals, recommend suppliers, facilitate bid and proposal evaluation meetings) for the purpose of securing items and services within budget and in compliance with regulatory requirements including construction projects;
- Administers contracts and provides contractual advice and interpretation of policies and procedures to include identifying circumstances when a procurement action may be subject to modification or require change and performs needs assessment to define requirements for contracts; as well as determines the contractual procedures to be utilized;
- Advertises formal bids and solicits quotations; determines when pre-bid conferences are required and presides over them;
- Conducts negotiations with suppliers to establish fee schedules and contract prices that are consistent with prevailing market conditions;
- Defines, advertises, evaluates proposals, and negotiates with parties to complete acquisitions and projects;
- Participates in pre-commencement and pre-construction meetings with County departments and other stakeholders to provide contractual advice and interpretation of policies and procedures;
- Prepares and issues purchase orders; expedites orders when necessary;
- Prepares terms and conditions as well as other documents pertaining to contracting process;

- Prepares complex specifications, legal advertisements, invitations to bid, Request for Proposals, agreements and options of renewals;
- Prepares documentation for contract awards, amendments, and change orders;
- Interprets contracts, warranty statements, terms/conditions, and legal documents;
- Reviews and forecasts market trends and perform price/cost analysis as necessary;
- Reviews historical data for each assigned commodity class and develops a plan to provide advantageous prices and expeditious delivery through an effective balance of term contracts, blanket purchase orders and open market purchases;
- Surveys markets to determine best source, new sources, market conditions and trends;
- Conducts studies; creates and develops contract data for meetings, audits and progress reviews;
- Prepares memoranda to Board of County Commissioners, County Administrator, or Purchasing Director recommending award, rejection of solicitations, change orders, amendments, etc.;
- Provides procurement related training to internal and external customers;
- Works with department users to evaluate bids to assure compliance with purchasing policies and regulations while fulfilling department needs;
- Performs other related job duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

High School diploma or an acceptable equivalency diploma (GED) and four (4) years purchasing, procurement, and acquisition experience that includes one (1) year experience in high volume, major, and complex acquisition matters; or Associate's degree in finance, accounting, business administration, marketing, public administration, or related field and two (2) years of experience as described above; or Bachelor's degree in finance, accounting, business administration, marketing, public administration, or related field; or an equivalent combination of education, training an equivalent combination of education, training and/or experience.

### **Special Qualifications (May be required depending on area of assignment):**

- Florida Driver's 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.
- Candidate to demonstrate more advanced proficiency, competency, and satisfactory completion of regularly assigned work in an independent manner. Appointing Authority retains discretion to employ an incumbent at this level or advance the incumbent non-competitively or competitively, after a candidate meets the minimum qualifications to an in-line career ladder position within the same organization or department.
- Preference will be given to candidates actively pursuing or awaiting formal designation by the Universal Public Purchasing Certification Council (UPPCC) as a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) certification designation.
- Other highly desirable knowledge, skills, abilities, and credentials required for a specific position.

### **Knowledge, Skills and Abilities:**

- Knowledge and ability to apply advanced purchasing techniques, business practices, local, state and federal laws, rules, and regulations governing the procurement of commodities and services including construction;
- Knowledge of contract documents, solicitation methods, contract administration and contract negotiation;
- Knowledge of infrastructure project delivery methods, including design-bid-build, design-build, construction manager-at-risk, and job order contracts;
- Knowledge of methods and procedures concerning formal bid procedures, Request for Proposals and recommendations for bid/Request for Proposal awards;
- Skills in basic math and accounting to perform computations to perform cost and price analysis;
- Ability to utilize general office and procurement related computer applications and software;
- Ability to apply sound judgment and initiative in making recommendations and resolving problems that are highly complex and sensitive in nature and make difficult decisions;

- Ability to build and manage effective and cooperative working relationships with other departments, employees, suppliers and other public agencies;
- Ability to complete assignments independently researching and preparing highly complex specifications, solicitations and contract documents;
- Ability to effectively communicate orally and in writing and to convey complex and technical subjects in a clear, concise manner;
- Ability to evaluate contract performance of provider business organizations;
- Ability to maintain positive relations between elected officials, associates, vendors, suppliers, members of the public, business associates, and others; and
- Ability to accomplish heavy workloads and be flexible to meet unforeseen changes in deadlines, priorities, and requirements, multi-task and adhere to tight timelines.

### **PHYSICAL/MENTAL DEMANDS**

The work is sedentary work and requires exerting up to 10 pounds of force occasionally and negligible amount of force constantly to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual acuity: Have close visual acuity such as color differentiation, depth perception, and adequate field vision.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is typically performed in a dynamic environment that requires sensitivity to changing goals, priorities, and needs.