



## **CCC Purchasing Operations Officer**

**Category:** Exempt  
**Pay Grade:** 150  
**Job Code:** 18876

*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**

Performs highly responsible work 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.

### **ESSENTIAL JOB FUNCTIONS (examples, 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 other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Five (5) years of progressively responsible work in procurement; or Associate's degree in public or business administration, or a related field and three (3) years of progressively responsible work in procurement; or Bachelor's degree in public or business administration or related field and one (1) year of experience as described above; or 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.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

**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.

**PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **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.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **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.
- **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.