



# Marion County Board of County Commissioners

## POSITION DESCRIPTION

*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.*

### VENDOR LIAISON

**Department:** Procurement  
**Pay Grade:** 110  
**FLSA Status:** Exempt  
**Job Class:** 2221  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for assisting and managing vendors, a local purchasing cooperative, and internal and external customers and community efforts, serving as a projects and department liaison, and assisting in representing Marion County community-wide, including state and local interests.

#### ESSENTIAL JOB FUNCTIONS

- Provides and assists in representation of Marion County community-wide, which includes state and local interests.
- Prepares presentations and training materials as needed. Develops graphics for the use in Vendor Liaison Programs.
- Prepares agenda items as needed.
- Prepares written reports containing findings, conclusions, and recommendations pertaining to the management and operation of current and future Procurement Vendor Liaison needs.
- Develops cooperation and support with outside agencies and other departments.
- Maintains and updates Procurement website. Maintains and updates Procurement social media.
- Works on committees with Procurement to promote educational events of interest to industries and groups related the mission of Procurement.
- Attends conferences, public/community meetings, board, or professional meetings as may be directed or necessary.
- Serves as a projects/department liaison and conducts meetings, training programs, and presentations to vendors, other local governments, the public, and internal departments.
- Actively participates in the coordination and the preparation and supervision of assigned projects.
- Oversees the plans and implementation of activities and the programs of Procurement, ensuring compliance with adopted rules and regulations.

- Monitors federal, state, and local laws, rules, and regulations governing local Procurement and ensures those laws are disseminated to local community vendors.
- Meets regularly with department directors/managers to discuss status of projects, programs, plans, resolve problems, and related issues affecting Procurement.
- Establishes objectives and associated goals designed to achieve the most effective and efficient operation possible.
- Establishes and maintains effective and positive relationships within the community.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position does not supervise any employees and is under the direct supervision of the Procurement Coordinator.

### **QUALIFICATIONS**

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

Associate's degree in relevant field or equivalent; and three (3) years' relevant experience; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to calculate figures and amounts such as discounts, interest, commissions, percentages, and volume.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, and percent and ability to draw bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to explain records and procedures to others as lead worker.

- Ability to study manual work processes to determine most effective methods for essential tasks.
- Knowledge of the functions, operations, and structure of County departments.
- Knowledge of computers and other office equipment.
- Knowledge of the principles and practices of accounting.
- Skills in organization and task prioritization.
- Ability to work efficiently and accurately in an atmosphere of frequent interruption.
- Ability to maintain records, logs, and computer programs relating to all accounts payable and accounts receivable information.
- Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
- Ability to work independently and to carry out assignments to completion with minimum instructions, adhere to prescribed routines and practices, maintain records, and to make reports requiring accuracy.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

**PHYSICAL DEMANDS**

The work is sedentary work which requires exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. While performing the duties of this job, the employee will occasionally be required to use hands to finger, handle, or feel, reach with hands and arms, climb or balance; will regularly be required to stand, walk, and sit; and will frequently be required to talk and hear.

**WORK ENVIRONMENT**

Work is performed primarily in an indoor environment with limited exposure to adverse environmental conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*