

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.

PROCUREMENT MANAGER

Department: Procurement
Pay Grade: 114
FLSA Status: Exempt
Job Class: 1295
Risk Code: 8810

JOB SUMMARY

Responsible for assisting in the management of the Procurement Department, assisting the Director in operating and managing the purchasing, payment, and disposition of goods and services, and for contract administration for County government departments.

ESSENTIAL JOB FUNCTIONS

- Oversees the activities relating to contract management to include providing assistance in the development, standardization, monitoring, and maintaining all County contracts.
- Coordinates, reviews, and approves all County contracts.
- Oversees the evaluation and review of contracts on a continuing basis to ensure financial and functional requirements are met.
- Oversees the monitoring progress of contractors for conformity and legal restraints through review of written reports, site visits, and personal contact.
- Assists the Procurement Director in the administration of contracts and solicitations, assuring legal or other requirements are met. May act as a lead in the negotiation of contracts and agreements.
- Oversees the development and revisions of standard County contract formats, terms, and conditions as required by revisions to state and federal law.
- Mediates disputes between the County and Contractor/Consultants. Recommends settlement of Contractor claims and proposals in contract termination actions.
- Examines and evaluates contract price proposals and financial reports to determine reasonable pricing and other contractual requirements.
- Ensures accounting process meets state statutes for payment of vendors.
- Ensures coverage, scheduling, and evaluation of all positions within the accounting function.
- Oversees the regular reviewing the accounting function to maintain a high level of efficiency ensuring correct and timely payments to vendors.

- Works in conjunction with Finance and Budget for updates to the shared software ensuring efficient processes.
- Assists Director in managing the Procurement Services Department and stands in for the Director when required.
- Assists Director in revision of the Procurement Ordinance and all policies and procedures.
- Assists Director in budget development and projections.
- Assists Director in data analysis and reporting for cost allocation, spend analysis, benchmarking, and other reports as required.
- 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 directly oversees the department staff and their day-to-day functions. Regularly reviews the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction and evaluates staff.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business/Public Administration or related field or equivalent; and five (5) years' progressively responsible experience in Procurement and Accounting; 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.

- Coursework towards Contract Manager Certification through NCMA (National Contract Manager Association) or coursework for Contract Management through NIGP (National Institute of Governmental Purchasing).

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, proportions, percentages, and ratios.
- Ability to apply concepts of basic algebra and geometry.

- Ability to read and create complex reports indicating productivity as well as payment and contractual data.
- 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 furnished in written, oral, diagram, or schedule form.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Ability to exercise of judgment in applying the principles of an occupation or profession and departmental policy and objectives, to changing situations, and may involve new or unusual problems.
- Knowledge of large-scale purchasing methods and procedures and of the laws, rules, and regulations within the county and state governing the ethical purchase of commodities and services.
- Knowledge of the field of assignment sufficient to perform thoroughly and accurately the responsibility illustrated by the above job duties.
- Knowledge of the functions, operations, and structure of county government.
- Knowledge of modern office methods and procedures, filing, telephone techniques, and office equipment, as well as English usage, spelling, grammar, and punctuation.
- Skills in customer service provision.
- Ability to prioritize workload based on needs of requesting county departments.
- Ability to recognize correct and legal verbiage in bid specification and contract documents.
- Ability to learn, interpret, and apply local ordinances and resolutions
- Ability to write excellent business English.
- Ability to use a computer to input, access, and retrieve information.
- Ability to perform high level analysis of contract and bid documents.
- Ability to work independently.
- Ability to work efficiently, accurately, and independently in an atmosphere of frequent interruption.
- 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.*