

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 CONTRACT ANALYST COORDINATOR

Department: Procurement
Pay Grade: 111
FLSA Status: Exempt
Job Class: 1279
Risk Code: 8810

JOB SUMMARY

Responsible for the procurement of diversified commodities and services in connection with the County's needs and for the acquisition of goods and services for the County in a cost-effective, time-efficient manner. Responsible for supervising the Procurement Contract Analyst, the Procurement Technician, and the Front Desk position and assisting the Financial and Contract Manager in the administration of contracts for various large projects including a wide variety of commodities and services.

ESSENTIAL JOB FUNCTIONS

- Procures and supervises the procurement of various commodities and services through phone quotes, formal quotes, formal bids, or request for proposals depending upon estimated dollar amount.
- Composes and approves specifications for formal solicitation purposes. Prepares bid packets, RFPs, RFQs, and public advertisement of bid tabulations.
- Attends pre-bid conferences and bid openings. Manages the evaluation of solicitation responses and preparation of agenda items.
- Conducts or directs research for product specifications, vendor information, and statutory requirements.
- Responds to public record requests in accordance with statutory/regulatory requirements.
- Formulates specific terms and clauses for inclusion in the contract documents specifically related to changes in statutory requirements.
- Prepares various detailed contract documents and bonds and prepares various notices to vendors. Tracks the execution progress of contracts and the recording of bonds associated with each contract.
- Oversees the conducting of negotiation and contract dispute meetings. Schedules and documents site visits and end-of-contract reports.
- Manages the coordination and tracking of contract renewals and amendments and issuing notices for same.

- Performs detailed inspection, reading, editing, and verifying documents. Prioritizes and analyzes data.
- Manages the general office support personnel.
- Oversees the management of contract files and records.
- Initiates strategies for future procurement opportunities.
- Manages and oversees the obtaining of contract and vendor evaluations as required.
- Oversees the entering of contracts and contract information onto County website.
- Performs routine evaluation of the Procurement Contract Analyst, Procurement Technicians, and the Staff III position.
- Works closely with County Legal staff to ensure procurement of goods and services and any resulting contract documents meet the requirements of federal, state, and local laws as it relates to Government Procurement practices.
- 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 works independently on departmental executive, professional, technical, or administration functions with responsibility for all planning of work to attain assigned objectives. May provide guidance and oversight to Procurement Contract Analysts. Makes major decisions limited only by department policies, procedures, and regulatory requirements and/or standards, and proceeds along lines of own initiative.

QUALIFICATIONS

Education and Experience:

Associate's Degree and five (5) years' experience in government purchasing and working with formal/informal bid documents and contract management; 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 Certified Professional Public Buyer (CPPB) certification.

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 work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- 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 potentially 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.