

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

Department: Procurement
Pay Grade: 109
FLSA Status: Exempt
Job Class: 5127
Risk Code: 8810

JOB SUMMARY

Responsible for performing specialized work in 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 and time-efficient manner.

ESSENTIAL JOB FUNCTIONS

- Procures various commodities and services by requesting phone quotes, formal quotes, formal bids, or request for proposals depending upon estimated dollar amount.
- Manages the contract administration program for various large projects including a wide variety of commodities and services.
- Composes specifications for formal solicitation purposes. Prepares bid packets, RFPs, RFQs, and public advertisement of bid tabulations.
- Performs general office functions as well as skilled legal clerical work.
- Attends pre-bid conferences and bid openings. Manages the evaluation of solicitation responses and preparation of agenda items.
- Conducts 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.
- Conducts 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 of documents. Prioritizes and analyzes data.
- Manages contract files and records.
- Initiates strategies for future procurement opportunities.
- Manages the obtaining of contract and vendor evaluations as required.
- Oversees entering contracts and contract information onto County website.
- 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 has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and two (2) years of experience in formal and 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. The noise level for this environment will be moderate.

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.