

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age, or Disability in Employment or the Provision of Services.

We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of employment

Date:	1/10/2018	Department:	Purchasing 2558
Title/(Status)/Job Code:	Purchasing Analyst (0146)	Reports To:	Purchasing Manager
Pay Grade/Salary Range:	PG – 109 \$33,749.88 - \$52,312.31	Closing Date:	Until Filled

 Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

This is a professional position responsible for serving as Administrator in the preparation, issuance, and award of bids and proposals for the purpose of securing items and/or services within budget and in compliance with regulatory requirements. Duties include contract administration. This position supports the Purchasing Manager's duties in his/her absence.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Collects data/information from a variety of sources (vendors, other public agencies and user departments) as part of the document preparation.
- Manages the bid/proposal file throughout the solicitation process for the purpose of ensuring the availability of the documentation and compliance with established policies and regulations.
- Works with user departments and or professional consultants to prepare and review bid and proposal specifications.
- Advertises solicitations.
- Conducts pre-bid/proposal meetings, evaluation, and bid/proposal opening meetings, including document management. (Sign-in sheets, agendas, announcements, minutes).
- Reviews submittals for compliance with specifications.
- Prepares award or score tabulations.
- Drafts contracts and/or assists user departments with contracts for review by the County Attorney.
- Provides customer service to prospective bidders/proposers.
- May serve on evaluation committees.
- Maintains the Purchasing page on the County's website for all specifications, addenda, and awards and score tabulations.

- As the P-Card Administrator, responsible for the issuance of cards, training of new users, review of monthly receipt entry, and reconciliation of monthly charges. Conducts annual and periodic card inventories.
- Provides Purchasing, P-Card, and Sunshine Law training.
- Recommends cost reduction, cost saving, and/or cost avoidance alternatives.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as required and as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principals, practices, and legal requirements of public procurement.
- Knowledge of general government operations including fixed assets, fuel sites, and purchasing card process.
- Ability to follow and enforce Board adopted policies and procedures.
- Ability to perform cost and statistical analysis.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to utilize computer software programs such as Microsoft Office Suite that includes Word, Excel spreadsheet, PowerPoint and other database software.
- Ability to prepare specifications and evaluate quotes, bids, and proposals.
- Ability to plan, formulate, and execute tasks and projects.

PHYSICAL SKILLS:

The person in this position: Must be able to remain in a stationary position for 50% of the time. Must be able to frequently position self to reach files and other office items located on low shelves or the floor. Must be able to inspect and assess daily email and postal mail correspondence. Frequently communicates with the public, vendors, businesses, co-workers, and the Board of County Commissioners. Must be able to exchange accurate information in these situations. Frequently operates various types of office equipment to include, but not limited to a computer and copy machine. Occasionally ascends/descends stairs. Rarely moves materials and office equipment weighing up to 25 lbs. Constantly works in an indoor environment. Rarely works in inclement outdoor weather conditions. Rarely operates motor vehicle for up to four (4) hours continuously or intermittently

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

Associates degree from an accredited college or university in Business Administration, Public Administration, or Accounting and a minimum of three (3) years of progressively responsible experience in purchasing, business analysis, or accounting. Government experience preferred.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver License.
National Institute of Governmental Purchasing (NIGP) procurement certification is preferred.

3. OTHER JOB RELATED REQUIREMENTS:

Disaster Essential.