

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

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|---------------------------------|------------------------------------|----------------------|---------------------------|
| Date: | 8/29/2017 | Department: | Purchasing 2558 |
| Title/(Status)/Job Code: | Purchasing Manager (1027) | Reports To: | Business Service Director |
| Pay Grade/Salary Range: | PG – 115 \$50,649.46 - \$78,506.67 | 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 professional position is responsible for administrative and supervisory work coordinating activities of applicable County departments necessary to insure timely and accurate procurement procedures.

ESSENTIAL JOB FUNCTIONS:

- Directs and supervises the Board purchasing policies and ensures compliance with Florida Statutes.
- Supervises procurements and expenditures for all activities under the direct supervision of the Board through an effective requisition and purchase order system.
- Negotiates prices for purchasing commodities, materials and services.
- Prepares an annual departmental budget, reviews and maintains budgets for proper expenditures.
- Reviews and signs all County contracts, agreements, grants and interlocal agreements, major change orders, pay without purchase order and others as required.
- Prepares reports for the County Administrator or Assistant County Administrator and Board as required.
- Oversees and manages the bid process from specification, advertisement, pre-bid conferences, addendums, review of submittals, evaluation process, tabulation of award, negotiation preparation, draft contracts and or assists user departments with contracts for review of the board attorney.
- Responsible for the oversight of County issued credit cards (P-Cards), monthly transaction reconciliation and yearly P-card inventory.
- Responsible for the oversight of County property acquisition and disposition.
- Prepares agenda items for contracts and surplus County property and others items as required.
- Communicate with bidders and educate them on the County’s purchasing policies and procedures and bid the process.

This is a **DISASTER ESSENTIAL** position.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to analyze data related to Purchasing functions in a network environment and make decisions, recommendations, and reports to the affected departments, entities, etc.
- Ability to make decisions in accordance with departmental rules, regulations and policy.
- Ability to follow board adopted P-Card policies and safeguards against fraud.
- Ability to plan, formulate and execute policies and programs.
- Ability to analyze and solve administration problems.
- Knowledge of general government operations including but not limited to procurement, P-Card process from issuance to reconciliation, utilization and entry into software database.
- Knowledge of principals, practices and legal requirements of public procurement.
- Knowledge of Florida Statute records retention schedules.
- Knowledge of principles and practices of governmental budgeting.
- Skill in dealing effectively with people at all levels.
- Skill in supervising employees in Purchasing activities and effective office operations.
- Skill in using a computer for word processing, spreadsheets, Power Point, County financial system, etc. and other database software.

ESSENTIAL PHYSICAL SKILLS:

- Will require the use of near and far vision and the use of both hands with dexterity.
- Ability to sit at work station for continuous periods of up to four hours.
- Ability to operate a motor vehicle for up to four hours continuously.

ENVIRONMENTAL CONDITIONS:

Primarily indoor work in an office environment, not to exclude required site visits.

MINIMUM QUALIFICATIONS:

1. **EDUCATION AND EXPERIENCE:** Graduation from an accredited four-year college or university with a degree in Management, Business Administration, Public Administration or a related field. Five years' experience with a governmental agency of experience related to purchasing procedures. A two-year AA/AS degree in Management, Business, Administration, Public Administration or a related field, Certification(s) in related field, and seven years or more experience and training as indicated in Job Description may be substituted for minimum four-year college degree. CPPB, and NIGP CPPO procurement certification preferred.
1. **LICENSES, CERTIFICATIONS, OR REGISTRATIONS:** Must possess a valid Florida Driver License.