

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Senior Purchasing Analyst
DEPARTMENT: Finance and Administrative Services
FLSA STATUS: Exempt

GENERAL PURPOSE:

Performs advanced-level to complex professional work through the competitive and non-competitive solicitation process. Performs procurement duties for a wide variety of services, supplies, materials, leases, equipment, and construction and related work as required. Ensures work is in compliance with the Purchasing Policy and Procedures Manual, the City's purchasing-related Ordinances, Resolutions, and Administrative Orders, as well as any State and Federal laws. Position typically requires processing and interpreting less clearly-defined issues. Work is performed independently under limited supervision with considerable latitude.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops, prepares, reviews and processes various solicitation methods (IFB, RFP, RFQs, etc.) using the City's electronic procurement software (Ion Wave)
- Develops, researches, and reviews specifications, terms and conditions, and related information
- Reviews, analyzes, and evaluates proposals submittals, bids and other responses for compliance
- Schedules, post notices, records, and acts as chairperson for various solicitation meetings
- Drafts, reviews, and negotiates contracts
- Monitors contracts and assists user departments in contract management
- Advises purchasing staff, departments and vendors on procurement policies and procedures
- Assists departments with preparing contract awards to City Commission
- Authorizes and assists in the purchase of citywide goods and services
- Coordinates with departments to ensure participation in lucrative contracts
- Conducts research using a variety of sources and compiles purchasing options to advise departments
- Researches, utilizes, reviews for compliance and monitors cooperative, piggyback, and intergovernmental contracts as required

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- Develops and maintains vendor relationships for the continuous supply of quality products, latest product information, trends, and pricing
- Conducts vendor training and contract debriefing
- Interfaces with the City Attorney's Office, departments, vendors, and others regarding contracts and other documents
- Assists with obtaining contract documents to respond to Public Records Requests
- Makes decisions, independently, related to routine and non-routine procurement matters based upon acceptable purchasing practices and legal requirements
- Makes decisions, with assistance, related to complex matters based upon acceptable purchasing practices and legal requirements
- Performs various clerical duties, e.g., creates and prepares memos, letters, and reports; performs data entry, files and records maintenance
- Prepares budgetary projections (Cost Exhibits) for continuing service contracts and leases for the annual budget
- Provides documents for the City's financial audit
- Reviews departmental requisition entries for budgetary compliance and consistency with corresponding back-up and approves utilizing the City's financial software
- Attends monthly and quarterly meetings of the local cooperative purchasing group and chapter group
- Attends Florida Association of Public Procurement Officers (FAPPO) annual conference or other available training
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree from an accredited college or university in Public or Business Administration or a closely related field and five (5) or more years' experience in the procurement of a variety of services, equipment, and supplies and the development and review of contracts with at least three (3) years of that experience in a government environment. Two (2) years of experience in procurement of construction, professional services, and complex projects is required. Experience in procurement of Information Technology hardware, software is preferred. Some supervisory experience with training is preferred.

Certifications/Professional Licenses:

A Certified Professional Public Buyer (CPPB), Certified Public Professional Officer (CPPO), Certified Purchasing Manager (CPM), or other advanced certification in procurement and/or contract administration is required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of public procurement principles and best practices, markets, laws relating to public purchasing and intellectual property (including Consultants' Competitive Negotiation Act)
- Knowledge of various construction delivery methods and direct purchase order process
- Knowledge of governmental budgeting and accounting methods, principles, and practices
- Knowledge of various purchasing and procurement methods and options
- Skill in Microsoft Office products (Word, Outlook, and Excel) and financial accounting systems
- Skill in providing good customer service
- Ability to follow the Code of Ethics as set forth by the City, National Institute of Governmental Purchasing (NIGP), and state statutes
- Ability to evaluate contract terms and conditions and possess a general legal working knowledge to work with legal advisors
- Ability to apply sound business judgment and strategic guidance to management in a deadline oriented environment
- Ability to manage time efficiently and work with minimal supervision
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to rectify situations and negotiate contract terms
- Ability to operate office equipment and applicable computer hardware and software
- Ability to develop and implement policies and procedures
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain,

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temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date