



## **CLASSIFICATION DESCRIPTION**

**TITLE: PROCUREMENT COORDINATOR**      **JOB CODE: 15 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under general direction, the purpose of the job is to direct and administer the strategies, programs and activities of purchasing and distribution for the City to ensure efficiency and cost effectiveness. Employees in this job classification function in an administrative capacity to ensure the development and maintenance of all vendor relationships for the continuous supply of quality products. Work includes reviewing potential vendors and procurement of new products. Proactively researches initiatives to reduce costs, increase product and service quality, and ensure timely delivery performance. Performs related work as directed.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

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 class. 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.

- Plans, coordinates and administers the strategies, programs and activities of purchasing and distribution for the City to ensure cost efficiency and effectiveness.
- Maximizes the use of technology to automate purchasing processes, increase efficiencies, and ensure compliance with purchasing and financial policies.
- Coordinates bidding processes; assists various departments in the preparation of bidding documentation and planning; opens and reviews bids and proposals in accordance with City policy; reviews and analyzes bids to submit purchasing recommendations.
- Negotiates vendor contracts for optimal product quality and most competitive pricing available.
- Leads the negotiation of contract terms and conditions; ensures compliance with ethical procurement practices; mediates disputes.
- Reviews and approves potential vendors and procurement of new products.
- Ensures the development and maintenance of all vendor relationships for the continuous supply of quality products and services.
- Ensures delivery of excellent and timely customer service to City personnel and vendors involved in the procurement process.

- Maintains active communications with all City management personnel to discuss product options to increase diversity and cost effectiveness.
- May supervise, direct and evaluate staff and personnel responsible for assisting in the City's bidding process.
- Researches initiatives to reduce costs, increase product and service quality, and ensure timely delivery performance.
- Researches and resolves product, pricing and distribution complaint issues with vendors.
- Reviews inventory levels and product/supply demands to ensure product availability from all vendors and financial compliance.
- Analyzes market trends to explore possible product and vendor options, and determine optimal purchasing trends.
- Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Business Administration, Finance or related field; supplemented by three (3) years progressively responsible experience in the administrative functions of purchasing and/or finance; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
Reference Certification Master List for eligible certification pay.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand, follow and direct written and oral instructions.
- Ability to effectively supervise a staff comprised of entry level staff engaged in carrying out division functions.
- Thorough knowledge of generally accepted purchasing principles, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Skill in the principles and practices of governmental purchasing management and analysis.
- Ability to develop and implement policies and procedure for the utilization of vendor catalogues, commercial registers, directories, office files and other recourses for the procurement of goods.
- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently, as they relate to purchasing.
- Ability to read, update, evaluate and maintain various records and files.

- Ability to access, operate and maintain various software applications.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel and supervisors, and vendors.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.