



CLASSIFICATION DESCRIPTION

TITLE: SR. PROCUREMENT and CONTRACTING COORDINATOR
JOB CODE: 18 (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 contracting 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 and manages the work of all Procurement and Contracting staff.
- Directs procurement and contract coordination of programs to ensure compliance with applicable laws, regulations, and policies.
- Review procedures, policies, and controls for procurement and contracting to include monitoring activities and ensure that all procurement and contract administration activities are conducted in compliance with applicable legislative and grantor requirements.
- Directs the preparation and negotiation of proposals, and competitive/non-competitive consultants and service contracts.
- Plans, coordinates, and administers the strategies, programs, and activities of purchasing and distribution for the city to ensure cost efficiency and effectiveness. (Requisition approvals, process work orders, and engagement letters)
- Monitors developments and legislation related to assigned area of responsibility and evaluates the impact upon City operations; Recommends and implements practice and procedural improvement as appropriate.
- Coordinates bidding processes; assists various departments in the preparation of bidding documentation and planning; opens and reviews bids and proposals by City

- policy; reviews and analyzes bids to submit purchasing recommendations.
- Oversees pre-bid/proposal conferences and bid/proposal openings; Directs the evaluation of proposals including responsiveness and responsibility for offers.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in business administration, Finance, or related field and 5 years of experience in procurement and contracting departments or any satisfactory, equivalent combination of related experience and training that provides the required knowledge, skills, and abilities listed above.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.
Current Certified Procurement Professional (CPP) certification preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand, follow, and direct written and oral instructions.
- 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.
- 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 communicate information both verbally and in writing.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, and facsimile machines.
- Skill in establishing and maintaining effective working relationships with all City personnel, departmental personnel, 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.