



The City Beautiful

City of Coral Gables Job Description

Job Title: Chief Procurement Officer
Department: Finance
Classification: 0201
Pay grade: 32E
FLSA: Exempt

Prepared Date: 06/08
Approved By: Donald Nelson
Approved By: Marjorie H. Adler

Summary

Directs and oversees the procurement function of goods and services for the City of Coral Gables. Performs technical and administrative work efficiently operating a centralized procurement system

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Develops bid and proposal specifications to ensure consistency with department objectives.

Prepares legal advertisements and attends bid openings.

Tabulates bid information to ensure accuracy; makes recommendations regarding terms and acceptance of the best option.

Engages in negotiations with vendors to obtain the best competitive price.

Manages the requisition distribution to buyers.

Reviews, enforces and signs contracts and leases.

Reviews and approves purchase orders.

Supervises the procurement staff; provides necessary training.

Consolidates City's needs for standard materials, supplies and equipment.

Coordinates the buying functions with stores' warehouses for timely deliveries; manages warehouse activities.

Supervises the records and controls on purchasing and stores transactions.

Prepares annual division budget.

Directs and oversees all aspects of the City's annual auction of surplus equipment and property.

Directs and oversees the annual closing inventory process as well as the quarterly inventory activities.

Prepares a variety of reports.

Conforms with and abides by all regulations, policies, work procedures and safety rules.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of procurement principles, methods and procedures, including familiarity with legal requirements governing City purchases as defined in the City Charter and other governing laws and ordinances. Knowledge of sound business methods and practices, as they relate to the development and maintenance of inventories and records of purchases, real property ranging from rescue vehicles, computers, police boats and guns, and services, such as insurance policies. Ability to prepare specifications and invitations to bid, and to tabulate and analyze bids. Ability to prepare and submit comprehensive reports. Ability to communicate well orally at all levels of the organization with tact and diplomacy. Ability to work independently and to establish and maintain effective working relationships with City officials, vendors, co-workers and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Proficiency in the use of a variety of computer programs such as Excel and Word. Work is predominately indoors within a usually quiet to moderately noisy environment. Considerable amount of time is spent working/sitting in front of computer. Must be able to lift, carry and or push articles weighing up to 30 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

A Bachelor's Degree in Business Administration or related field.

Four (4) years supervisory experience in a related position is required.

Experience in government and/or procurement is preferred. Other related experience may be considered.

Valid Florida Driver's license.