



## THE CITY OF PLANT CITY JOB DESCRIPTION

<b>Job Title</b>	Director of Procurement	<b>Pay Grade</b>	31E	<b>Class Code</b>	2300
<b>Department</b>	Procurement	<b>Hourly Range</b>	\$47.96 - \$78.17		
<b>Reports To</b>	Assistant City Manager	<b>Salary Range</b>	\$99,756.80 - \$162,593.60		
<b>Revision</b>	July 2025	<b>FLSA</b>	Exempt		

### **Position Summary:**

This position leads and manages the City's procurement operations, ensuring compliance with applicable municipal, state, and federal regulations. This position is responsible for recommending and implementing procurement policies, overseeing the competitive solicitation processes, and ensuring the responsible stewardship of public funds. The Director works closely with all City departments to support operational needs, negotiate contracts, and manage vendor relationships. This role requires a high level of integrity, strategic thinking, and a strong commitment to transparency, efficiency, and accountability in the procurement of goods and services for the City. Work is reviewed through conferences, analysis of reports and observations of results achieved.

### **Essential Duties and Responsibilities:**

The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Maintain a manual of procurement guidelines, procedures, and specification standards as approved by the City Manager.
- Develops and implements goals, objectives, policies, priorities, annual budget, and operating procedures pertaining to the department.
- Prepares and monitors department budget and expenditures.
- Ensures that all purchases made by the City are in accordance with all applicable purchasing laws and policies; including but not limited to those adopted by the City Manager, City Commissioners, Florida State Statutes, and Florida's Consultant's Competitive Negotiation Act (CCNA).
- Procure materials, supplies, equipment, and services according to established policy.
- Develop and issues solicitations, RFP's, RFQ's, and formal and informal bids on behalf of the City for commodities, professional services, and/or construction based purchases.
- Review and approve requisitions for conformity to City policy and procedures.
- Oversee the procurement card program.
- Research and develop procurement resources and vendor files for use in acquiring best value purchases for the City.
- Negotiate, administer, modify, and terminate vendor contracts where appropriate.
- Analyzes bids and proposals and, prepares recommendations of awards to the City Commission.
- Participates during emergency activations by issuing purchase orders for emergency supplies and services with local vendors.
- Supervise the procurement staff and train departments on procurement guidelines.
- Maintain records on all procurement activity and generate related management reports.
- Develop purchasing tools to enhance the procurement process, including website for vendor information. Maintain website with all bids and policy updates.
- Stay abreast of current developments in the State legislature and procurement field to recommend procurement process improvements.
- Ensure that City procurement activities conform to all applicable laws, regulations, and City codes.
- Performs other job duties as assigned.

### **Minimum Qualifications:**

To perform this job successfully, an individual must be able to carry out each essential duties and responsibilities satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities; education and experience; and, certificates or licenses required to fill the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.



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### **Knowledge, Skills, and Abilities:**

- Knowledge of principles and practices of centralized purchasing, including purchasing ethics and standards, inventory standards and control, contract negotiations and competitive bidding.
- Knowledge of laws, regulations and procedures applicable to public agency purchasing.
- Knowledge of administrative operations, budget procedures, and financial reporting systems.
- Knowledge of the grades and qualities of commodities, market practices, price trends, pricing methods, and sources of supply.
- Knowledge of accounting principles as they relate to procurement and maintenance of purchasing records.
- Ability to supervise staff of professionals engaged in the procurement operations.
- Ability to evaluate current market conditions, pricing, sources of supply and services.
- Ability to communicate effectively both orally and in writing.
- Ability to establish effective working relationships with employees, officials, vendors, and the general public.
- Ability to prepare understandable spreadsheets and statistical reports to analyze data and discern underlying problems.
- Ability to organize and evaluate data to develop logical conclusions.
- Ability to analyze and implement technologies/methodologies regarding the City's procurement system and procedures.
- Must be an effective change agent driven to inspire and implement change with excellent customer service, leadership, and communication skills.

### **Education and Experience:**

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Public or Business Administration, or a closely related field.
- Five years of experience in public-sector procurement, with three years' experience in supervisory capacity.
- A combination of education, training, and experience may be substituted at the City Manager's discretion.

### **Certificates and Licenses:**

- Certified Procurement Manager (CPM), Certified Public Procurement Officer (CPPO), or Certified Professional Public Buyer (CPPB) preferred.
- Must possess and maintain a valid Florida Driver's License and be insurable by the City's current auto insurance provider.
- National Incident Management System (NIMS) training will be required according to the job duties and responsibilities within one year of employment.

### **Supervisory Responsibilities:**

- Supervises the positions of Contract Specialist (2) and Procurement Specialist within the Department.



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### **Essential Physical Abilities:**

Code: Constant = 2/3 or more of the time  
 Frequent = from 1/3 to 2/3 of the time  
 Occasional = up to 1/3 of the time  
 N/A = Not applicable

<b>Physical Skills</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>N/A</b>
Heavy lifting (45 lbs. and over)				X
Moderate lifting (15 to 44 lbs.)			X	
Light lifting (under 15 lbs.)			X	
Heavy carrying (45 lbs. and over)				X
Moderate carrying (14 to 44 lbs.)			X	
Light carrying (under 15 lbs.)			X	
Reaching above shoulder			X	
Use of fingers	X			
Both hands required	X			
Climbing				X
Good near vision	X			
Good distant vision		X		
Both eyes required	X			
Depth perception	X			
Distinguishing basic colors or shades of colors		X		
Good hearing (with or without hearing aid)	X			
Straight pulling or pulling hand over hand			X	
Pushing			X	
Walking, Running				X
Standing				X
Kneeling, Bending, Stooping, Jumping				X
Driving (cars, small vans, pick-ups, etc.)			X	
Driving & operating (heavy equip., trucks, etc.)				X

### **Environmental Conditions:**

Code: Constant = 2/3 or more of the time  
 Frequent = from 1/3 to 2/3 of the time  
 Occasional = up to 1/3 of the time  
 N/A = Not applicable

<b>Environmen</b>	<b>Constant</b>	<b>Frequent</b>	<b>Occasional</b>	<b>N/A</b>
Work Inside	X			
Work Outside			X	
In or with Noisy Conditions			X	
In Darkness				X
In or with Dusty Conditions				X
On Slippery Surfaces			X	
On Uneven Surfaces			X	
In or With Moving Objects				X



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### **Emergency Responsibilities:**

In the event of an emergency or disaster, an employee may be required to respond promptly to duties and responsibilities as assigned by the employee's department, Emergency Management or City Administration. Such assignments may be before, during or after the emergency/disaster.

### **Disclaimers:**

This job description is not intended to, and does not, constitute an offer of employment or a contract for employment or the terms and condition of employment. The City of Plant City has the right to revise this job description at any time.

By signing below, I acknowledge that I have read and understand the contents of this Job Description.

Employee Name \_\_\_\_\_

Date \_\_\_\_\_

Employee Signature \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

HR Director Name \_\_\_\_\_

Date \_\_\_\_\_

HR Director Signature \_\_\_\_\_