



JOB ANNOUNCEMENT

FOR CONSIDERATION. ALL CANDIDATES MUST SUBMIT AN APPLICATION AND MEET THE MINIMUM REQUIREMENTS.

The City of Homestead is an equal employment opportunity employer and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, marital status, sexual orientation or preference, or veteran status or political affiliation.

CITY OF HOMESTEAD H.R., 100 CIVIC COURT, HOMESTEAD, FLORIDA 33030.

8:00 AM – 5:00 PM Monday – Friday

Office: (305) 224-4460

Fax: (305) 224-4479

Job Hotline: (305) 224-4474

Procurement Specialist II – Procurement Department

Position #: 940-665

FLSA: Exempt

Grade: C

Salary: \$69,928 - \$90,907 Annually

- This is a responsible position requiring independent actions & decisions. Performing complex, advanced, and specialized technical procurement and contract administration work in purchasing goods and services, to include construction, design and professional services, and grant-related projects.
- Must be in possession of a Bachelor's Degree in Architecture, Civil Engineering, Construction Management, Business Administration, or related field.
- A minimum of five (5) years of procurement experience which must have included assisting in drafting procurement resolutions for award of bids or proposals, or drafting of award notifications and recommendations in compliance with established contracts for goods or services. Experience in the public sector is highly desirable.
- An equivalent combination of High School Diploma, training, and at least 10 years of experience that provides the required knowledge, skills, and abilities may be considered in lieu of the stated education and experience requirements. Substitution will be evaluated on a case-by-case basis to determine relevance and comparability.
- Preferred certifications include CPPB (Certified Professional Public Buyer), CPPO (Certified Public Procurement Officer), CPSM (Certified Professional in Supply Management), CPM (Certified Purchasing Manager), or NIGP-CPP (Certified Procurement Professional). Candidates without one of these certifications will be required to obtain certification within a reasonable timeframe after hire.
- One (1) to two (2) years of experience working with construction, design & professional services, and grant-related bids and contracts.
- Considerable knowledge of purchasing methods and procedures; working knowledge of sources of supplies, price trends, and grades or quality of materials and equipment; working knowledge of the laws and ordinances governing the purchase of goods and services.
- Knowledge of Consultants' Competitive Negotiation Act (CCNA) related to certain professional services.
- Knowledge of State and Federal requirements is highly desirable.
- Proficiency utilizing computer applications such as Microsoft Word and Excel, or e-procurement software is desirable.
- Ability to analyze and process purchasing requisitions and make purchasing decisions accordingly; ability to maintain complex purchasing and inventory records; ability to establish and maintain effective working relationships with employees, other departments, vendors, and the public; ability to communicate effectively, orally and in writing.
- Must possess a valid Florida driver's license with a clean driving record.
- Must pass a background screening process.

Date Posted Internally: _____

Date Posted to Public: 10/13/2025

Date Closed Internally: _____

Date Closed to Public: Until Filled

Human Resources Director: *Davis*

City Manager: *John Lh*

Date: 10/13/25

Date: 10/13/2025

Inquiries concerning the Americans with Disabilities Act of 1990 and requests for reasonable accommodation should be directed to Human Resources Department at 100 Civic Court, Homestead, FL 33030 (305) 224-4460. Grievances will be handled in accordance with the procedure adopted by the City of Homestead and on file with the ADA Coordinator.

**CITY OF HOMESTEAD
POSITION DESCRIPTION**

Position Title: **PROCUREMENT SPECIALIST II**

Procurement Department

Pay Grade: C

FLSA: Exempt

General Function:

This is a responsible position requiring independent actions & decisions. Performing complex, advanced, and specialized technical procurement and contract administration work in purchasing goods and services, to include construction, design, and professional services, and grant-related projects.

Reports To:

Procurement Director

Assistant Director

Senior Buyer

Supervisory Responsibility:

May exercise supervision over clerical, temporary, or other staff as assigned.

Essential Duties and Responsibilities:

- Adhere to Purchasing Policies, Ethics, Federal, State, and City laws and/or ordinances.
- Subscribe to and be bound by the Universal Public Procurement Certification Council (UPPCC), the Institute for Public Procurement (NIGP), Miami Dade County, and City of Homestead Code of Ethics.
- Review requisitions; confers with vendors and staff to obtain product or service information such as price, availability, and delivery schedule.
- Select products for purchase by testing, observing, or examining items; estimates values according to knowledge of market price.
- Assist the department in obtaining or developing bid specifications, market research, and cost/price analysis.
- Determine method of procurement such as direct purchase, quotation, or formal solicitation (ITB/RFP/RFQ).

- Perform duties for public solicitations to include preparation of solicitation documents, advertisements, meetings, advertisement approvals, Cone of Silence documents, obtaining legal counsel approval, preparing meeting minutes, advertisement, administrative review of submittals, and recommendations for awards.
- Assist in review of bid proposals and negotiations of contracts within budgetary limitations and scope of authority.
- Responsible for contract administration. Review, scan, and upload contracts for public record. Assist Project Manager(s) and/or department(s) with Contract Summary Forms, contract extensions, and renewals.
- Prepare and provide documentation related to public records requests.
- Perform duties to hold public meetings, such as Pre-Bid Meetings, Bid Openings, Evaluation Committee Meetings, and Vendor Debriefings/Hearings.
- Perform administrative review of proposer(s). Oversee vendor registration to include interview vendors in person or by telephone to obtain information related to product, references, price, ability of vendor to produce product, perform service, and delivery date. Perform check which includes search in the System for Award Management (SAM), State of Florida and City of Homestead list(s). Licenses, bonds, insurance.
- Prepare Council Agenda Reports (CAR), for the department(s) to present to Council for approval.
- Prepare informal/formal solicitation requests and issues Purchase Orders.
- Purchase supplies, machinery, equipment tools, raw materials, parts, services, and supplies necessary for the operation of the various departments, and expenses to the appropriate department.
- Keep and maintain procurement records for the purchase order file, records on purchases for items or services to include costs, delivery, product quality or performance, and inventories.
- Facilitate Project Kick-Off meetings to coordinate implementation of capital projects.
- Review change order request related to construction projects.
- Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine the source of trouble and take corrective action.
- Oversee delivery of goods and services to users.
- Administer inter-local cooperative purchasing agreements with other agencies.
- Assist the department in performing end-of-year inventory count.
- Assist in Hurricane/Emergency Preparation.
- Assist with the preparation of the department's fiscal year budget.
- Participate in vendor fairs and events.
- Remain active in the profession by continuing education & professional development.

- Performs other related duties as required or as directed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Qualifying individuals with disabilities may be provided reasonable accommodations to enable them to perform the essential functions.

Type of Appointment/Work hours:

- Full-time/Regular in-person position.
- Standard workweek, which is forty (40) hours of work per week, usually consisting of five (5) days of eight (8) hours per day. The workday may be varied for the efficient delivery of public service.
- Will be required to work other than the standard workweek on occasion, including evenings, weekends, and/or holidays.
- Will be required to work occasional overtime or shift assignments, if applicable.

Physical and Environmental Demands or Conditions:

The physical and environmental demands for this position have been listed on the last page of this description. Physical and environmental demands must be met to successfully perform the essential duties and responsibilities of this position.

Requirements:

- Must be in possession of a Bachelor's Degree in Architecture, Civil Engineering, Construction Management, Business Administration, or related field.
- A minimum of five (5) years of procurement experience which must have included assisting in drafting procurement resolutions for award of bids or proposals, or drafting of award notifications and recommendations in compliance with established contracts for goods or services. Experience in the public sector is highly desirable.
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Equivalency Clause:

- An equivalent combination of High School Diploma, training, and at least 10 years of experience that provides the required knowledge, skills, and abilities may be considered in lieu of the stated education and experience requirements. Substitution will be evaluated on a case-by-case basis to determine relevance and comparability.

Core Competencies:

- Judgment - Sound decisions based on fact; uses logic to solve problems.
- Quality of Work - Performs work thoroughly, accurately, and professionally.
- Reliability - Timely and consistently completes assigned work; consistently reports to work and is punctual.
- Safety - Committed to ensuring a safe environment and complies with applicable safety standards.
- Technical Capability - Applies knowledge to identify issues and works to develop skills; demonstrates knowledge of techniques, skills, and equipment.

Work Authorization/Security Clearance:

- The employee must successfully pass a background screening process and comply with the City's Drug-Free Workplace policy.

- The City will also verify the identity and employment authorization of individuals hired so the proper completion of Form I-9 is required, which includes the employee providing documents evidencing identity and employment authorization.

All of the above information is intended to indicate the general nature and level of work performed by employees in this position. This description is not intended to contain or be interpreted as a comprehensive inventory of all duties and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.

A signature acknowledges that the employee understands the requirements (physical and otherwise) and essential duties and responsibilities of the position.

Employee Name: _____ **Date:** _____

Signature: _____