



Senior Purchasing Agent

Department: Purchasing

Date: April 18, 2022

Title of Immediate Supervisor: Manager, Purchasing

Pay Level: L24

POSITION SUMMARY: Purchase materials, supplies, equipment and services in a timely fashion and of a quality and price consistent with Authority needs and in accordance with good purchasing principles and ethical standards. Procurements frequently exceed sixty-five thousand dollars (\$65,000), are complex, and many are formally solicited advertised solicitations. Process includes market research, specification development, locating vendors, solicitation, negotiation, price analysis, value analysis, award determination or recommendation, award and purchase order processing, and contract management.

DUTIES AND RESPONSIBILITIES: *Essential functions, as defined under the ADA Amendments Act (ADAAA), may include any of the following representative duties and responsibilities. Duties and responsibilities such as regular attendance at the job are not routinely listed in job descriptions, but are also an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Prepare solicitation packages with the goal of getting the best value for dollars spent consistent with Authority needs and in accordance with good purchasing principles and ethical standards.
- Obtain quotes, bids, and proposals and negotiate prices, terms, discounts, services, delivery, and transportation with vendors as appropriate. Responsibility is primarily for complex services much of which is formally advertised, of high dollar value, and with performance periods spanning multiple years. Evaluate quotes, bids and proposals, prepare award documents, and sign those within signatory limit. Coordinate alternate actions with requestor when budgetary restrictions, sourcing problems, availability, or time constraints impact the procurement.
- Maintain Contract File Master in central records. Update specifications to Contract documents and statement of work to reflect amendments and scope changes. Provide required documents to Contract Administrator.
- Review requisitions to ensure all proper documentation has been provided and adequate funding is available. Obtain necessary clarifications or approvals, process documents as required. Enter Standard Purchase Orders into Oracle as required for Contracts.
- Review and refine purchase descriptions, specifications and statements of work for use in major purchase solicitations. Requires in-depth understanding of crafting complex service specifications to enhance competition. Coordinate with requesting department to confirm drawings and specifications are completed within timeframe to meet required deadlines.
- Prepare solicitations in accordance with Authority Policy and Procedures and applicable codes, laws and statutory requirements. Initiate procurement through formal advertisement when appropriate. Perform market research to gain an understanding of goods and services to be purchased, to develop specifications, to become proficient in assigned commodities, to assist customers in obtaining product information, and to develop a broad vendor base.
- Advise and assist customers in using the purchasing system to obtain goods and services. Resolve delivery problems with Material Control and payment concerns with Finance.
- Facilitate pre-solicitation and pre-bid meetings, bid and proposal openings, and other meetings with vendors and customers as needed.
- Perform review of formal solicitation submissions for required information, perform pricing analysis, and conduct thorough reference checks. Facilitate staff evaluation team meetings for award recommendations. Prepare, coordinate and process renewals, scope changes, budget adjustments and assignments to contracts and update Contract File Master accordingly.
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- Meet with the Contract AAR on a regular basis, and at least annually schedule meeting with AAR and Contractor to discuss any Contract issues. Review payment requests and work with AAR and Contractor to obtain any documents needed to keep the Contract in compliance.
- Facilitate contractual conflict resolution to include identification of conflict source, development of corrective action plan, and monitor progress of action plan up to and including Contract termination if required.

- Verify expired Contracts include all required documentation and update the master file.
- Confirm assigned work is performed in a timely fashion.
- Remain current in knowledge of purchasing principles, theories, procedures, methods and processes, and demonstrate proficiency in their practical application.
- Maintain a high level of customer service for both internal and external customers.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor degree in Business Administration, Public Administration or a related field and four (4) years of progressively responsible work experience in procurement, or an equivalent combination of education, training and experience. Experience must include two (2) years of soliciting bids and proposals and the use of formal advertising for major items and services. Experience processing solicitations in an e-procurement system required. Procurement experience in the public sector is required.

SPECIAL KNOWLEDGE, SKILLS, and ABILITIES:

- Working knowledge of the solicitation and award process for major purchases of commodities, equipment, and services using invitations for bid and requests for proposal
- Working knowledge of specification, statement of work and purchase description development
- Skilled in vendor base development, product and service research, pre-award surveys, contract negotiations, and post award contract administration
- Familiarity with State of Florida Contracts, and statutes pertaining to public procurement
- Excellent verbal and written communication skills
- Intermediate to advanced Microsoft Office skills (Word, Excel, PowerPoint, etc.)

LICENSES/CERTIFICATIONS REQUIRED:

- Valid Florida driver's license
- Certified Purchasing Manager (C.P.M.), Certified Public Purchasing Officer (CPPO) or Certified Professional Public Buyer (CPPB) or an equivalent certification required at time of hire or within two (2) years of hire/promotion

SUPERVISORY RESPONSIBILITIES: *(Indicate number supervised)*

- None

LATITUDE AND/OR INDEPENDENT JUDGEMENT: *(Include examples of situations where this position might position might exercise independent and make decisions)*

- Rely upon experience and judgment to plan, research issues, evaluate data, prepare documents, complete tasks and carry out responsibilities.
- Works independently under limited supervision and general direction, exercising a high level of independent judgment and discretion.

This Job Description is intended to be comprehensive and to provide details of the position for which it has been written. However, this Job Description is not intended to limit any of the duties, responsibilities or activities that may be required of the employee who is employed in the position. Other duties, responsibilities or activities may be assigned or may change at any time with or without notice. The Authority reserves the discretion to revise this Job Description at any time.

APPROVAL SIGNATURES:



Department Manager

4/21/23

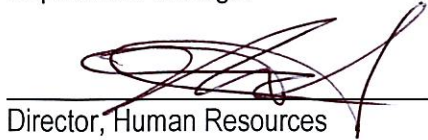
Date



Chief Financial Officer

4/20/23

Date



Director, Human Resources

5/12/23

Date

FLSA: Exempt

Shift Premium: N/A

EEO Category: Professionals

Rotating Shift: N/A

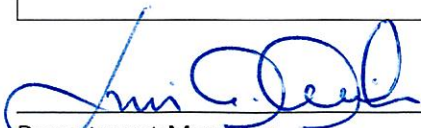
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In the spaces below, please identify the frequency and importance of each physical requirement and working condition for this job. Please include additional requirements as needed.

Frequency		Importance					
Constant:	More than 80% (6 1/2 hours or more per 8 hour day)	3 - Critical part of Job; can't be done any other way					
Very Frequent:	51-80% (4 1/2-6 hours per 8 hour day)	2 - Important, but may be performed in some other way					
Frequent:	21-50% (2 1/2-4 hours per 8 hour day)	1 - Not Critical; may be reassigned or not performed at all					
Occasional:	6-20% (1-2 hours per 8 hour day)						
Rare:	0-5% (Less than 1 hour per 8 hour day)						
Physical Effort	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
Standing				X		3	
Walking				X		3	
Sitting		X				3	
Lifting: 0 – 20 lbs				X		3	
20 – 50 lbs					X	1	
51+ lbs					X	1	
Bending/Stooping					X	2	
Pushing, Pulling and/or Digging					X	1	
Reaching over head					X	1	
Kneeling, Crawling					X	1	
Climbing (ladders, stairs, hills)					X	1	
Typing/CRT (attention to detail)		X				3	
Speaking & Hearing		X				3	
Detailed Inspection/Reading/Editing			X			3	
Writing			X			3	
Working Conditions	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
Extreme Weather					X	1	
Noxious Fumes					X	1	
Chemicals					X	1	
Insects					X	1	
Heights, Confined Areas					X	1	
Excessive Noise					X	1	
Equipment/Vehicles	Constant	Very Frequent	Frequent	Occasional	Rare	Importance	
GOAA/Personal Vehicle					X	2	
General Office Equipment (Computer, Copier, Fax, etc.)		X				3	
SUPERVISOR COMMENTS:							


 Department Manager

 4/21/23
 Date


 Chief Financial Officer

 4/25/23
 Date


 Human Resources - Compensation

 5/11/2023
 Date