



## The City of Coral Gables Procurement Specialist

<b>SALARY</b>	\$68,690.05 Annually	<b>LOCATION</b>	City of Coral Gables, FL
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	1302
<b>DEPARTMENT</b>	Finance Department	<b>OPENING DATE</b>	12/03/2025
<b>CLOSING DATE</b>	12/22/2025 11:59 PM Eastern		

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### Summary

**Compensation is negotiable based on experience**

This position performs responsible administrative and technical duties in the City's Purchasing Department.

### Job 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.*

Assigns and reviews work of Contract Specialist. Trains and assists Contract Specialist with duties. Ensures department procedures are followed.

Processes and maintains City contracts. Reviews specifications for new contracts and revisions as needed. Verifies completeness of paperwork and compliance with insurance and legal requirements. Processes paperwork and letters required for contract renewals and cancellations.

Administers bid and RFP processes. Prepares legal advertising and bid packages. Arranges pre bid conferences. Opens, tabulates, and records bids. Analyzes bid quotations. Prepares bid recommendations for presentation to City Commission.

Communicates with Department Directors and service providers to ensure contracted services comply with contract requirements.

Develops and implements procedures. Performs Buyer duties to include placing orders and processing payments. Writes reports and correspondence. Maintains detailed records and files. Answers telephones and provides information. Operates computer and other office equipment.

Performs other related duties as assigned.

### Qualifications

Bachelor's Degree in Public Administration, Business Administration, or related field.

Four (4) years public sector procurement experience in a related position is required. Other related experience may be considered.

One (1) or more of the following certifications is desirable but not required to qualify as a candidate for this position: CPPB (Certified Professional Public Buyer), a CPPO(Certified Public Purchasing Officer) or a CPM (Certified Purchasing Manager).

Valid Florida Driver's License.

A comparable amount of training or experience may be substituted for the minimum qualifications.

## Additional Information

The City of Coral Gables is an Equal Opportunity Employer/Drug Free Workplace

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### Employer

The City of Coral Gables

### Address

214 Minorca Avenue

Coral Gables, Florida, 33134

### Phone

305-460-5523

### Website

<http://www.coralgables.com>

## Procurement Specialist Supplemental Questionnaire

### \*QUESTION 1

Do you have a Bachelor's degree in Finance, Accounting, Business Administration, or Public Administration?

☐ Yes

☐ No

### \*QUESTION 2

Do you have four (4) years public sector procurement experience in a related position as required?

☐ Yes

☐ No

### \*QUESTION 3

Do you have one of the following certifications: CPPB (Certified Professional Public Buyer), CPPO(Certified Public Purchasing Officer) or a CPM (Certified Purchasing Manager)?

☐ Yes

☐ No

\* Required Question