



Osceola County Procurement Analyst IV

SALARY	\$71,281.60 Annually	LOCATION	Kissimmee, FL
JOB TYPE	Full-time	JOB NUMBER	02870
DEPARTMENT	PROCUREMENT OFFICE	OPENING DATE	03/16/2026
CLOSING DATE	4/16/2026 11:59 PM Eastern		

General Description of Duties

****Position subject to close at any time****

NOTE TO INTERNAL APPLICANTS: INTERNAL CANDIDATES IN THE SAME CLASSIFICATION AND/OR PAY GRADE AS THE POSITION POSTED WILL NOT RECEIVE A PAY ADJUSTMENT IF SELECTED.

The purpose of this position is to perform highly specialized work in the acquisition of a variety of complex commodities, services, supplies, and equipment for the County. Employees in this classification function at a senior professional level to perform detailed work in the preparation, research, writing, evaluation, and administration of bids and contracts, and provide guidance and leadership to less-experienced Procurement Analysts within an assigned work group. Position ensures proper administration of the solicitations, specifications, scopes of work, and resulting agreements, contracts, and/or purchase orders issued by the County in support of Departmental activity.

Essential Job Functions

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs complex and specialized purchasing work according to generally accepted public procurement principles. Provides initial and ongoing support to the Department level staff assigned to procurement functions within Osceola County Departments.
- Prepares and reviews justifications, specifications, and scopes of work for a variety of complex acquisition projects; performs complex purchasing work according to regulatory requirements applicable to the work, County Administrative Code, established policies and procedures, and departmental guidelines.
- Monitors, reviews, and processes departmental requisitions, specifications, and procurement activities related to County Manager Agreements and Board of County Commissioners agenda items for accuracy and conformance with established policies and procedures; communicates with various department users to determine needs for professional services, commodities, materials, supplies, and equipment.
- Prepares specifications, legal advertisements, invitations, and addendums to bid, Requests for Proposals, solicitation schedules, contracts, contract amendments, and options of renewals; advertises formal bids and solicits quotations; assists with facilitating bid openings and tabulations; conducts pre-solicitation conferences; conducts solicitation evaluation process and price analysis; reviews post-award documents.

- Prepares formal solicitations and works with departments to develop scope of services and/or specifications, conditions, and requirements; works with department users to evaluate complex bids to ensure compliance and consistency with purchasing policies and regulations while fulfilling department needs; prepares and issues purchase orders; assists departments with vendor disputes.
- Tracks purchase requisitions and purchase orders on computer; investigates any outstanding purchase orders, invoices, or inquiries; works closely with requesting divisions/offices and the supplier to reconcile problems pertaining to delivery of goods, procurement process, and/or receiving for the payment of goods.
- Conducts meetings, interviews vendors, evaluates new products, and solicits user feedback for needed goods and services; coordinates and conducts meetings and training sessions County Divisions/Offices.
- Communicates with vendors regarding product pricing, specifications, and availability; participates in bid reviews with vendors; discusses results with department users.
- Coaches and mentors employees within the Procurement Analyst I, II, or III classification on a routine, daily basis to provide guidance and advice on procurement-related activities, solicitations, and requisitions.
- Responsible for notifying the Director of performance issues of employees within the Procurement Analyst I, II, or III classification.
- Assists in the development, drafting, and review of new/revised procedures and programs related to purchasing and contract administration.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

Minimum Qualifications

Education: Bachelor's Degree in Business Administration / Management, Public Administration, Financial Management, or a closely related field.

Experience: Four (4) years of professional experience in Procurement, to include strong skills in monitoring and reviewing documents for compliance; three (3) of which must be public sector procurement experience. An equivalent combination of training/experience and certifications may be used to substitute education requirement.

Certifications/Licenses: CPPB certification preferred.

Miscellaneous: Must possess and maintain a valid Florida driver's license.

Knowledge, Skills and Abilities

- Thorough knowledge of pre-established local, state, and federal policies, procedures, and regulatory requirements applicable to the work.
- Working knowledge of applicable State and Federal grant requirements, including, but not limited to, 2 CFR Part 184 and 2 CFR Part 200 regulations and requirements preferred.
- Skill in performing routine to moderately complex mathematical computations and tabulations accurately and efficiently; intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages, and decimals.
- Ability to effectively communicate both orally and in writing.
- Ability to utilize personal computers, standard office equipment, and standard software applications, e.g., word processors, database software, spreadsheet applications.
- Ability to read and interpret technical and legal documents, operation and maintenance instructions, and policy and procedure manuals.
- Ability to establish and maintain effective working relationships with unit employees, employees in other departments, public/private sector contacts, vendors, and the general public.
- Ability to effectively lead entry-level staff engaged in carrying out procurement functions on a routine basis.
- Ability to maintain effective records maintenance, and file management systems.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.
- Skill in preparing complex correspondence, summaries, and reports in a clear and concise manner; skill in business English, e.g., correspondence formats, spelling, punctuation, and grammar.

- Ability to access, operate, and maintain various software applications.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.
- Skill in reading, updating, and maintaining various records and files; skill in complex administrative support functions, e.g., records maintenance, data analysis, reports processing, documentation proofing.

PHYSICAL DEMAND REQUIREMENTS:

Physical Demand-Light

- 20 pounds maximum lifting.
- Frequent (up to 2/3 of the work time) lifting, carrying up to 10 lbs.
- If less lifting is involved will require significant walking/standing.
- If mostly sitting is involved will require push/pull on arm or leg controls.
- Expressing or exchanging ideas by spoken word or perceiving sound by ear.
- Good eyesight for production or safety of self and others.
- Physical agility is required in kneeling, bending, stooping, and reaching.
- Required to have clear vision at distances of 20 inches or less.

Employer

Osceola County

Address

1 Courthouse Square, Suite 4200

Kissimmee, Florida, 34741

Phone

407-742-1200

Website

<http://www.osceola.org>

Procurement Analyst IV Supplemental Questionnaire

***QUESTION 1**

Are you a U.S. Military Veteran?

- Yes
- No

***QUESTION 2**

Are you electing to claim Veteran's Preference? (If electing to claim Veteran's Preference, be sure to complete the Veteran's Preference Eligibility Form located on the home page of NeoGov.)

- Yes
- No

***QUESTION 3**

Do you possess a Bachelor's Degree or higher in Business Administration /Management, Public Administration, Financial Management, or a closely related field? If so, please list the type of degree and major/concentration. (Education must be demonstrated in the "Education" section of the application.) If no, list N/A.

***QUESTION 4**

Briefly explain and list your professional experience in Procurement, including strong skills in monitoring and reviewing documents for compliance. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 5**

Briefly explain and list the years of public sector procurement experience you have. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

QUESTION 6

Briefly list and explain your working knowledge of applicable State and Federal grant requirements, including, but not limited to, 2 CFR Part 184 and 2 CFR Part 200 regulations and requirements. (Experience must be demonstrated in the "Work Experience" section of the application.) If none, list N/A.

***QUESTION 7**

Do you possess a CPPB certification? (If yes, please ensure to include the certification information in the "Certificates and License" section of the application.) If none, list N/A.

QUESTION 8

Do you possess a valid Driver's License? If yes, what state?

* Required Question